



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19527

Proposed No. 2022-0376.1

Sponsors McDermott

1 AN ORDINANCE adopting the community needs lists for
2 the six rural community service area and five urban
3 unincorporated potential annexation area geographies.

4 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

5 SECTION 1. Findings:

6 A. K.C.C. 2.16.055.C. requires the executive to transmit to the council
7 community needs lists for the six rural community service area and five urban
8 unincorporated potential annexation area geographies concurrent with the executive's
9 biennial budget transmittal. Given that, the community needs lists in this ordinance were
10 transmitted to council with the biennial budget.

11 B. As required by K.C.C. 2.16.055.C.:

12 1. The community needs lists are consistent with and, when relevant, implement
13 the subarea plans and other county plans;

14 2. The community needs lists include potential services, programs, facilities,
15 and capital improvements that respond to community-identified needs, including those
16 that build on the communities' strengths and assets;

17 3. The community needs lists were developed, reviewed and prioritized using
18 tools and resources developed by the office of equity and social justice, including
19 community engagement, language access and equity impact review tools. The county
20 used the "County consults," and "County engages in dialogue" levels of community

Ordinance 19527

21 engagement for the six rural community service area and three urban unincorporated
22 potential annexation area geographies. For the remaining two urban unincorporated
23 potential annexation areas, Skyway and North Highline, the County used “County
24 engages in dialogues” and “County and community work together” levels of community
25 engagement;

26 4. The community needs lists were developed based on an initial catalog of
27 requests from the community for potential services, programs and improvements. The
28 initial catalog was refined by the community service area program of the department of
29 local services into a community needs list based on review by departments as to whether
30 and to what extent the requests meets or strengthens the community vision and policies
31 established in the subarea plans and other county plans. County agencies also reviewed
32 the initial catalog for consistency with other county plans, feasibility, budget constraints,
33 timing, resources needs and other barriers to implementation. The six rural community
34 service area and five urban unincorporated potential annexation area communities also
35 reviewed the initial catalog through ongoing community engagement to identify, discuss
36 and prioritize community needs;

37 5. The community needs lists were prioritized by the executive in consultation
38 with the community and the councilmember offices that represent the six rural
39 community service area and five urban unincorporated potential annexation area
40 geographies. The community needs lists identify which county agencies are responsible
41 for implementation of each item and anticipated timelines for completion;

42 6. For each request from the initial catalog that is not advanced to the
43 community needs list, information is provided for why the request was not advanced. For

Ordinance 19527

44 items that cannot be accomplished by the county because they are outside of the scope of
45 county operations, information is provided on how noncounty entities may be able to
46 accomplish the item, including consideration of potential partnerships with noncounty
47 entities;

48 7. The community needs lists include performance metrics to monitor the
49 implementation and the overarching progress towards reaching the twenty-year vision
50 established in the policies of the subarea plan, as informed by the community and the
51 council. The performance metrics will be reviewed and reported on annually and
52 monitored by the community and the council; and

53 8. The executive coordinated and collaborated with councilmember offices that
54 represent the six rural community service area and five urban unincorporated potential
55 annexation area geographies throughout the development of the community needs lists.

56 C. In accordance with K.C.C. 2.16.055.C., the community needs list are the
57 responsibility of the executive to implement. Implementation of the community needs
58 lists will require additional resources and funding requests are subject to approval
59 through the county budget process. The feasibility of implementation and timelines for
60 completion identified in the community needs lists may change based on future resources
61 and appropriations.

Ordinance 19527

- 62 SECTION 2. The Community Needs Lists, dated September 2022, in Attachment
- 63 A to this ordinance is adopted.

Ordinance 19527 was introduced on 10/4/2022 and passed by the Metropolitan King County Council on 11/15/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

F8830816F1C4427...
Claudia Balducci, Chair

ATTEST:

DocuSigned by:

C267B914088E4A0...
Melani Pedroza, Clerk of the Council

APPROVED this _____ day of 11/29/2022, _____.

DocuSigned by:

4FBCAB8196AE4C6...
Dow Constantine, County Executive

Attachments: A. Attachment A Community Needs Lists, September 2022

Community Needs Lists

September 2022



King County

Contents

I.	Six Rural Community Service Area Community Needs Lists	3
A.	Bear Creek/Sammamish Community Needs List	3
	Appendix: Bear Creek/Sammamish Community Engagement Summary	9
B.	Four Creeks/Tiger Mountain Community Needs List	31
	Appendix: Four Creeks/Tiger Mountain Community Engagement Summary	36
C.	Greater Maple Valley/Cedar River Community Needs List	58
	Appendix: Greater Maple Valley/Cedar River Community Engagement Summary	63
D.	Snoqualmie Valley/NE King County Community Needs List.....	85
	Appendix: Snoqualmie Valley/NE King County Community Engagement Summary	93
E.	Southeast King County Community Needs List	114
	Appendix: Southeast King County Community Engagement Summary	118
F.	Vashon/Maury Island Community Needs List	140
	Appendix: Vashon/Maury Island Community Engagement Summary	146
II.	Five Urban Unincorporated Potential Annexation Area Community Needs Lists	167
G.	East Federal Way Community Needs List	167
	Appendix: East Federal Way Community Engagement Summary	170
H.	East Renton Community Needs List.....	191
	Appendix: East Renton Plateau Community Engagement Summary.....	195
I.	Fairwood Community Needs List	216
	Appendix: Fairwood Community Engagement Summary.....	220
J.	North Highline/White Center Community Needs List	241
	Appendix: North Highline/White Center Community Engagement Summary	253
K.	Skyway-West Hill Community Needs List	277
	Appendix: Skyway-West Hill Community Engagement Summary	285
III.	Appendices	310
A.	Glossary of Acronyms	310
B.	Performance Measures	311

I. Six Rural Community Service Area Community Needs Lists

A. Bear Creek/Sammamish Community Needs List

Legend

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at

AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: BCCS.001

Category: Bike Lanes

Type: Potential CIP

Priority: High

Request: Install more bike lanes:

- Reintree (194th).
- NE Redmond Rd.
- At the Y-intersection of Union Hill Rd & 238th Ave NE.
- 232nd Ave NE near 16205 232nd Ave NE.
- Widening all major arterials to create new paved bike lanes.
- 116th St between Avondale and 204th St.
- Union Hill near Bear Creek P&R and Perrigo Park.
- 238th South of Union Hill Rd. near 6804 238th Ave NE.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: BCCS.002

Category: Bridge

Type: Potential CIP

Priority: Low

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Appendix: Bear Creek/Sammamish Community Engagement Summary

Request: Repair/improve bridge at the outlet of Welcome Lake.

Potential Partners: N/A

BUDGET ID: BCCS.003

Category: Digital Equity

Lead Department: KCIT

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Increase availability of high speed internet and fiber optics:

- Redmond Ridge.
- Ames Lake.
- Sammamish and Union Hill.

Potential Partners: Internet service providers

BUDGET ID: BCCS.004

Category: Economic Development

Lead Department: DLS

Type: Potential Service

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Create more visibility for the shopping center at NE Marketplace Dr and Redmond Ridge Dr NE.

Potential Partners: N/A

BUDGET ID: BCCS.005

Category: EV Charging Stations

Lead Department: DLS

Type: Potential Program

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Build partnerships with businesses to install more electric vehicle charging stations.

Potential Partners: Utilities, local businesses and developers

Budget ID: BCCS.006

Category: Intersection Improvements

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Add traffic lights/turn lanes:

- A right hand turn pocket from northbound NE 132nd St to eastbound NE 133rd St, at the WFR firehouse.
- A left turn lane for left turning traffic at Woodinville Duval Rd at the western entrance to RainTree.
- A roundabout at the intersection of Novelty Hill Rd and 238th Ave NE.
- A turn on the protected left turn light from westbound Novelty Hill to southbound Cedar Park Crescent at the entrance to Redmond Ridge.
- A stop light at 124th and 162nd.
- Change right turn arrow at northbound Avondale Rd NE and NE 132nd St from thru and right-turn traffic to right-turn only or remove right-turn arrow.
- More efficient and effective stoplight timing in Redmond Ridge.

Potential Partners: N/A

Appendix: Bear Creek/Sammamish Community Engagement Summary

BUDGET ID: BCCS.020

Category: Kokanee

Type: Potential service

Priority: Medium

Request: Study the impact of private, county, city property on the Kokanee salmon.

Potential Partners: Lake Sammamish Kokanee Work Group, WDFW, Trout Unlimited, UW Bothell

Lead Department: DNRP

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: BCCS.007

Category: Law Enforcement

Type: Standard Operations

Priority: High

Request: Improve police follow-up response to calls or reports filed.

Potential Partners: N/A

Lead Department: KCSO

Anticipated Implementation Timeline: 2025+

Strengthens Community Vision: TBD

BUDGET ID: BCCS.008

Category: Law Enforcement Funding

Type: Standard Operations

Priority: High

Request: Fully fund law enforcement, including:

- Increase deputies and patrols.
- Re-establish marine unit dive capability.
- Cold case unit.
- Provision of body cameras, etc.

Potential Partners: N/A

Lead Department: KCSO

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: TBD

BUDGET ID: BCCS.009

Category: Road Maintenance

Type: Standard Operations

Priority: High

Request: Better street cleaning in Redmond Ridge.

Reliable and predictable snow plowing services for main and arterial roads:

- Redmond Ridge/Redmond Ridge East.
- 216th Ave NE.
- 216th Ave and connected roads between Woodinville-Duvall Rd and NE 133rd St.
- Novelty Hill Rd.
- Trilogy Pkwy.
- Union Hill Rd.
- Redmond Ridge Dr.
- 208th.
- 195th.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

BUDGET ID: BCCS.010

Category: Road Pavement

Type: Potential CIP

Priority: High

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Appendix: Bear Creek/Sammamish Community Engagement Summary

Request: Permanently fix reoccurring pot holes at:

- Redmond Ridge Neighborhood/Novelty Hill Rd.
- NE 8th St in Sammamish (between 244th and Soaring Eagle Park).
- 40th Place NE.

Potential Partners: N/A

BUDGET ID: BCCS.011

Category: Road Pavement

Type: Potential CIP

Priority: High

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Repave:

- Avondale Rd from Woodinville/Duvall Road South to NE 146th Way/NE 132nd St.
- Southbound lane at NE 146th Way.
- NE 8th St in Sammamish between 244th and Soaring Eagle Park.
- 148th St from Willows toward Kirkland up to Redmond way.
- Ames Lake Drive.
- 132nd, 133rd, and Bear Creek Rd NE.
- From Hwy 202 up 244th Ave.
- 40th Place NE.
- Rural roads.

Potential Partners: N/A

BUDGET ID: BCCS.012

Category: Sidewalks/Pathways

Type: Potential CIP

Priority: High

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Install more sidewalks:

- Reintree (194th).
- 232nd Ave NE near 16205 232nd Ave NE.
- 116th St between Avondale and 204th St.
- Both sides of Union Hill Rd (including near Bear Creek P&R and Perrigo Park and at the Y-intersection of Union Hill Rd and 238th Ave NE) and Novelty Hill Rd.
- 124th and 128th especially between 202 and Avondale.
- Ames Lake Dr NE with at least a sidewalk on one side (or both).
- 238th south of Union Hill Rd near 6804.
- 238th Ave NE-all major arterials.

Potential Partners: N/A

BUDGET ID: BCCS.013

Category: Sidewalks/Pathways

Type: Potential CIP

Priority: Medium

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Add gravel or asphalt to provide a year round pedestrian/bicycle surface:

- NE 136th St near 18309 NE 136th St.
- 13607 180th Ave NE.

Potential Partners: N/A

Appendix: Bear Creek/Sammamish Community Engagement Summary

ID: BCCS.019

Category: Stormwater Management

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Medium

Strengthens Community Vision: TBD

Request: Wetland restoration and flood mitigation along Evans Creek (196th Ave NE).

Potential Partners: non-profit partners who do restoration and funding, city

BUDGET ID: BCCS.014

Category: Traffic Congestion

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Widen/expand roads:

- Novelty Hill Rd (entire road, from Redmond Ridge Dr to 234th Pl NE, from Trilogy Pkwy west to Avondale).
- 140th Place NE.
- Bear Creek to Woodinville-Duvall.
- Woodinville-Duvall from Safeway/Avondale to Woodinville City limits.
- 238th (south of Union Hill Rd).

Potential Partners: N/A

BUDGET ID: BCCS.015

Category: Traffic Congestion

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: N/A

Priority: Low

Strengthens Community Vision: TBD

Request:

- Add new roads connecting King County and Snohomish County.
- Provide access, trail or road, to Ella Baker Elementary from 80th.

Potential Partners: N/A

BUDGET ID: BCCS.016

Category: Traffic Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: Low

Strengthens Community Vision: TBD

Request: Enforce traffic on rural roads, including Old Woodinville-Duvall Rd.

Potential Partners: N/A

BUDGET ID: BCCS.017

Category: Traffic Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: Low

Strengthens Community Vision: TBD

Request: Enforce speed limits for pedestrian safety on:

- 184th Ave NE and NE 139th St.
- Highly used pedestrian loop near 18613 NE 133rd St and near 18404 NE 139th St.

Potential Partners: N/A

Appendix: Bear Creek/Sammamish Community Engagement Summary

BUDGET ID: BCCS.018

Category: Transit Service

Type: Potential Service

Priority: High

Lead Department: Metro Transit

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Better public transportation access and options:

- More weekend service.
- Connection to light rail in Redmond.
- Connection from Redmond Ridge to Redmond.
- Restore bus service in Cottage Lake.
- More efficient access to downtown Seattle.
- Shuttle connecting urban and quasi unincorporated areas with surrounding Eastside cities.

Potential Partners: Cities

Appendix: Bear Creek/Sammamish Community Engagement Summary



BEAR CREEK/SAMMAMISH COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: Bear Creek/Sammamish Community Engagement Summary

Contents

Introduction11

CNL Development Process.....11

CNL Community Engagement.....15

 CNL Engagement Phase I – Collect requests from community15

 CNL Community Outreach and Engagement Activities.....17

 CNL Engagement Phase II – Prioritize community requests.....19

 Phase II CNL Community Outreach and Engagement Activities19

Utilization of Office of Equity and Social Justice Tools for CNL Development21

 Bear Creek/Sammamish Demographics.....22

 Who will be impacted by the CNLs?.....23

The Community Engagement Guide23

Equity Impact Review Process26

 CNL Development EIR Summary26

 CNL Implementation EIR Summary27

 CNL Language Access Resources27

Summary & Lessons Learned28

Appendix A: Example of CNL communications material30

Appendix: Bear Creek/Sammamish Community Engagement Summary

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Bear Creek/Sammamish Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: Bear Creek/Sammamish Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: Bear Creek/Sammamish Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under **CNL Development Process**, is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

DLS's Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner's associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a "translate" button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: Bear Creek/Sammamish Community Engagement Summary

learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from the Bear Creek/Sammamish area. Some individuals represented multiple organizations.

- Upper Bear Creek Community Council
- Friends of Sammamish Valley
- Redmond Ridge Homeowners Association
- Hollywood Hills Association

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and

Appendix: Bear Creek/Sammamish Community Engagement Summary

efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/5/2021	Share information about the CNLs and submission options.	Email	200+ members on Upper Bear Creek Unincorporated Area Council (UAC) mailing list, members of Hollywood Hills HOA, and members of Redmond Ridge HOA
1/29/2021	Share information about the CNLs and submission options.	Facebook post	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram post	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post and ad*	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Bear Creek/Sammamish Community Engagement Summary

DATE	Outreach	Outreach Format	Audience
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience
3/2021	CM Lambert District 3 Newsletter. Share information about the CNLs, purpose and link to the publicinput.com site.	Newsletter	District 3 residents

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

No requests were received via telephone, email, or mail. DLS received 188 requests through the PublicInput survey site for the Bear Creek/Sammamish area between February – December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in the Bear Creek/Sammamish area: Code Enforcement/Permitting, Law Enforcement, Growth Management/Traffic, Roads, Utilities/Broadband/Other Services, Parks/Trails. Each category contained between two to nine individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The Bear Creek/Sammamish town hall was held on March 9, 2022. The area's Councilmember, Councilmember Sarah Perry, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey

¹⁶ [UKC Community Needs List Hub](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 58 community members.

One hundred sixty-eight PublicInput survey participants and 38 town hall participants prioritized the requests in the Bear Creek/Sammamish area. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created "Town Halls" pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: Bear Creek/Sammamish Community Engagement Summary

Date	Outreach	Outreach Format	Audience
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative's area and who will be impacted by the initiative.

Bear Creek/Sammamish Demographics

As shown in Table 5, Bear Creek/Sammamish is less diverse, with 27 percent Black, Indigenous, and People of Color (BIPOC), than unincorporated King County (UKC) and the County in total, which is 32 percent and 40 percent BIPOC, respectively. Close to 51,000 residents are living in the Bear Creek/Sammamish area, nearly 21 percent of the UKC population. Their median household income of \$166,000 is 161 percent of the King County median household income and 202 percent of the UKC median. Eighty-seven percent of Bear Creek/Sammamish residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: East Federal Way Demographics

General Information	King County	Unincorporated Areas	Bear Creek/Sammamish
Population	2,225,000	244,000	51,000
Average household size	2.4	2.7	2.8
Median age	37	36	46
Percent male	50%	50%	50%
Percent female	50%	50%	50%
Percent youth (under 18 years old)	21%	23%	18%
Percent elder (over 65 years old)	14%	16%	16%

Race and Ethnicity	King County	Unincorporated Areas	Bear Creek/Sammamish
White	60%	68%	73%
Hispanic or Latinx	10%	9%	5%
Asian	18%	13%	18%
Native Hawaiian Pacific Islander	1%	1%	0%
African American	7%	5%	1%
Native American	0.6%	1%	0%
Two or more races		5%	4%
Limited English-speaking population		5%	2%

Income and Poverty	King County	Unincorporated Areas	Bear Creek/Sammamish
Median household income	\$103,000	\$82,000	\$166,000
Households below poverty line	17%	7%	3%

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: Bear Creek/Sammamish Community Engagement Summary

Housing	King County	Unincorporated Areas	Bear Creek/Sammamish
Owner-occupied households	56%	79%	87%
Renter-occupied households	44%	21%	13%
% Rent-burdened households	34%	47%	42%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.
- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action.	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [Community Engagement Guide, Continuum of Community Engagement](#)

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive’s biennial budget transmittal.” ³⁵
Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.

Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown on Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

³⁵ [KCC 2.16.055.C.5.b.](#)

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

Phase 1: Scope. Identify who will be affected.

Phase 2: Assess equity and community context.

Phase 3: Analysis and decision process.

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|--------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic | -Law and Justice |
| -Food Systems | Development | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources,

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as "plan/policy/program development, operations modification, capital programs/projects, etc." [2015 Equity Impact Review Process Overview](#)

³⁹ [2015 Equity Impact Review Process Overview](#)

⁴⁰ [The Determinants of Equity](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development

Community Needs Lists

Appendix: Bear Creek/Sammamish Community Engagement Summary

process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a “Translate” button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800.”

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the Bear Creek/Sammamish town hall no additional language interpreters were requested.

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

⁴⁴ [King County Code 2.16.055.C.2.](#)

Appendix: Bear Creek/Sammamish Community Engagement Summary

- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

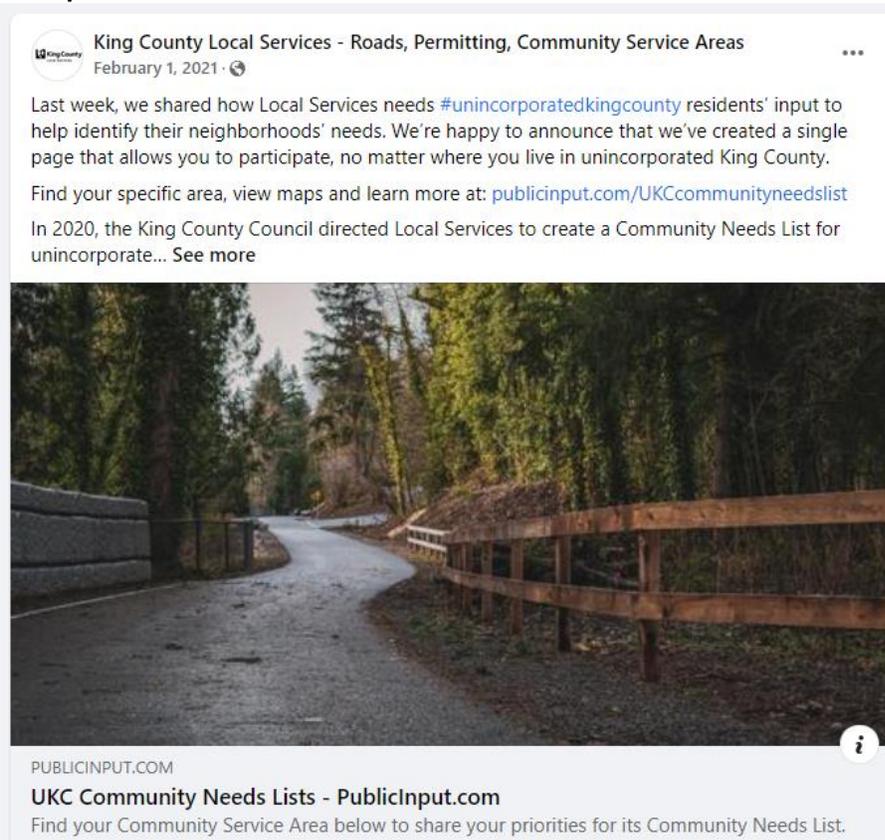
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



B. Four Creeks/Tiger Mountain Community Needs List**Legend**

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: FCTC.001

Category: Bike Lanes

Type: Potential CIP

Priority: Medium

Request: Install more bike lanes:

- Bike lane on May Valley Rd and other local roads.
- Bike access connecting downtown Issaquah to S King County/Black Diamond-Enumclaw.
- No bicycle lanes on roads.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: FCTC.002

Category: Digital Equity

Type: Potential CIP

Priority: High

Request: Provide internet and cellular services that provide access to affordable internet.

Potential Partners: Wireless providers

Lead Department: KCIT

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: FCTC.003

Category: Intersection Improvements

Type: Potential CIP

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Priority: Medium **Strengthens Community Vision:** TBD

Request: Replace the two street lights on Issaquah-Hobart:

- May Valley.
- Cedar Grove with roundabouts.
- Do not add a roundabout.

Potential Partners: N/A

BUDGET ID: FCTC.004

Category: Law Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Improve communication with the Sheriff's Office during emergencies and events in the area, and pay attention to the following:

- Trailhead crime.
- Homeless encampments.
- Increased crime in the area.

Potential Partners: N/A

BUDGET ID: FCTC.005

Category: Law Enforcement Funding

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Increase funding for more Sheriff Deputies:

- More funding for police.
- Increase funding 50%.
- Use marijuana tax to fund more police.

Potential Partners: N/A

BUDGET ID: FCTC.006

Category: Law Enforcement Staffing

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Add more Sheriff Deputies:

- Add deputies to increase police presence, provide adequate protection, and improve response time.
- Have stricter jail sentences.
- Address theft and burglary issues in the Mirrormont neighborhood and surrounding areas that are due to low police staffing.

Potential Partners: N/A

BUDGET ID: FCTC.007

Category: Other Safety

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Implement safety measures:

Attachment A
Four Creeks/Tiger Mountain Community Needs List

- Move utility poles or bury utilities close to the edge of the road in pedestrian shoulder for pedestrian and driver safety on 196th Ave SE into Maple Hills and Lake McDonald.
- Implement safety measures at corner near 11720 188th Ave SE.

Potential Partners: N/A

BUDGET ID: FCTC.008

Category: Permitting

Lead Department: DLS

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: Medium

Strengthens Community Vision: TBD

Request: Improve permitting processes:

- Make them easier for homeowner projects.
- Have clearer instructions regarding process, fees, and required permits.
- Separate permitting processes for septic, electrical, and plumbing.
- Have more coordination between the various agencies.

Potential Partners: N/A

BUDGET ID: FCTC.009

Category: Restoration

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Medium

Strengthens Community Vision: TBD

Request: Improve the capacity, stream restoration, and surrounding land acquisition at Cemetery Pond Wetland and Tributary.

Potential Partners: N/A

BUDGET ID: FCTC.010

Category: Road Drainage

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Address flooding issues:

- Address flooding near 11328 186th Ave SE.
- Cover the open drainage ditches along May Valley Rd.
- Address flooding issues in Sunset Valley Farms neighborhood. Clean one of the main culverts.

Potential Partners: Flood Control District

BUDGET ID: FCTC.011

Category: Road Maintenance

Lead Department: DLS

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Provide snow removal services:

- Map or plan for snow removal, posted for county residents to know an ETA when the streets might be cleared.
- Make emergency preparedness a priority, e.g., snow plowing.

Potential Partners: N/A

BUDGET ID: FCTC.012

Category: Road Maintenance

Lead Department: DLS

Type: Standard Operations**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** TBD**Request:** Provide more snow removal:

- Prioritize 190th Pl SE and SE 60th St on way to Open Windows School for snow removal.
- Improve roadway infrastructure, especially needed for emergencies/severe weather events, viable routes to hospitals.
- Enhance snow plowing in Maple Hills or hire contractors.

Potential Partners: N/A**BUDGET ID:** FCTC.013**Category:** Road Pavement**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** Repave:

- Sunset Valley Farms neighborhood off May Valley across from Squak Mt State Park
- Mirrormont and Tiger Mtn.
- Issaquah-Hobart.
- Unincorporated King County road near new Open Windows Bellevue school.
- SE 116th St.
- Develop a strategic plan for county road maintenance, have pothole crews maintain roads.
- Seal coat or tar and chip county roads every 5-10 years.

Potential Partners: N/A**BUDGET ID:** FCTC.014**Category:** Road Vegetation**Lead Department:** DLS**Type:** Standard Operations**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** Keep 190th place SE and SE 60th St free of debris.**Potential Partners:** N/A**BUDGET ID:** FCTC.015**Category:** Sheriff Storefront**Lead Department:** KCSO**Type:** Potential Service**Anticipated Implementation Timeline:** N/A**Priority:** Low**Strengthens Community Vision:** TBD**Request:** Bring back Sheriff's storefront office to help community policing.**Potential Partners:** N/A**BUDGET ID:** FCTC.016**Category:** Traffic Congestion**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** TBD**Request:** Construct new roads:

- Additional access road in and out of the Maple Hills and Lake McDonald area (196th out to 128th).
- A road from Cedar Grove to Maple Hills Elementary to improve school access when major roads like Issaquah-Hobart or May Valley are closed.

Potential Partners: N/A**BUDGET ID:** FCTC.017**Category:** Traffic Congestion**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** TBD**Request:** Manage traffic by adding lanes, managing traffic, and developing new routes on:

- Issaquah-Hobart Rd (study traffic impact on IHR, and signage and safety).
- May Valley Rd (rerouted truck traffic).
- Cedar Grove Rd (including near 14410 Issaquah-Hobart Rd SE).
- 198th Pl SE/168th Pl SE in Bellevue to manage Open Windows School traffic on steep, windy hill.
- Don't widen Hobart Rd.

Potential Partners: N/A**BUDGET ID:** FCTC.018**Category:** Traffic Congestion**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** TBD**Request:** Widening related requests:

- Issaquah-Hobart.
- May Valley Rd.
- Cedar Grove Road (Improve traffic flow near 14410 Issaquah-Hobart Rd SE).
- Don't widen Hobart Rd; prevent growth.

Potential Partners: N/A**BUDGET ID:** FCTC.019**Category:** Traffic Enforcement**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** TBD**Priority:** Low**Strengthens Community Vision:** TBD**Request:** Enforce traffic:

- Enforce speed limits for large semi trucks and others that speed through May Valley Rd between Issaquah-Hobart and SR 900.

Potential Partners: N/A**BUDGET ID:** FCTC.020**Category:** Trail Parking**Lead Department:** DNRP**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** Medium**Strengthens Community Vision:** TBD**Request:** Add parking at trailheads:

- Add trailhead parking in the Issaquah Alps.
- Add parking and a roadside trail between the Margrets Way trailhead parking area and the Jim Wittaker Wilderness parking area.

Potential Partners: TBD

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary



FOUR CREEKS/TIGER MOUNTAIN COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Contents

Introduction38

CNL Development Process.....38

CNL Community Engagement.....42

 CNL Engagement Phase I – Collect requests from community42

 CNL Community Outreach and Engagement Activities.....44

 CNL Engagement Phase II – Prioritize community requests.....46

 Phase II CNL Community Outreach and Engagement Activities46

Utilization of Office of Equity and Social Justice Tools for CNL Development48

 Four Creeks/Tiger Mountain Demographics49

 Who will be impacted by the CNLs?.....50

The Community Engagement Guide50

Equity Impact Review Process52

 CNL Development EIR Summary53

 CNL Implementation EIR Summary54

 CNL Language Access Resources54

Summary & Lessons Learned55

Appendix A: Example of CNL communications material57

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under **CNL Development Process**, is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

DLS's Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner's associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a "translate" button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from Four Creeks/Tiger Mountain. Some individuals represented multiple organizations.

- Four Creeks Unincorporated Area Council
- Mirrormont Homeowners Association

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

The CSA Liaison for Four Creeks/Tiger Mountain also attended the following community events online/in-person to engage with community members, share information about the CNLs and submittal options, and encourage community members to have their voices heard.

- 2/6/2021 Drive thru PPE event (flyers distributed to about 50 participants)
- 2/9/2021 Four Creeks UAC monthly meeting (12 members in attendance)
- 3/9/2021 Four Creeks UAC monthly meeting (12 members in attendance)
- 4/13/2021 Four Creeks UAC monthly meeting (12 members in attendance)

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/8/2021	E-mail sharing information about the CNLs, purpose, deadline, and link to the publicinput.com site to CARE (Community Alliance to Reach out and Engage) community group with request to distribute to community members.	Email	100 households
1/29/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users

wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

DATE	Outreach	Outreach Format	Audience
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

No requests were received via telephone, email, or mail. DLS received 115 requests through the PublicInput survey site for Four Creeks/Tiger Mountain between February – December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community’s prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in Four Creeks/Tiger Mountain: Asphalt Plant, Cedar Hills Landfill, Roads and Transportation, Law Enforcement, Parks, and Broadband. Each category contained between one to seven individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The Four Creeks/Tiger Mountain town hall was held on March 28, 2022. The area’s Councilmember, Councilmember Reagan Dunn, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the c and DLS Director discussed the interim results from the area’s PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 26 community members.

¹⁶ [UKC Community Needs List Hub](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Two PublicInput survey participants and 12 town hall participants prioritized the requests in Four Creeks/Tiger Mountain. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative's area and who will be impacted by the initiative.

Four Creeks/Tiger Mountain Demographics

As shown in Table 5, Four Creeks/Tiger Mountain is less diverse with 21 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is similarly less diverse to the County in total (40 percent BIPOC). Close to 13,000 residents are living in Four Creeks/Tiger Mountain, just over five percent of the UKC population. Their median household income of \$122,000 is 118 percent of the King County median household income and 149 percent of the UKC median. Ninety-two percent of Four Creeks/Tiger Mountain residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: Four Creeks/Tiger Mountain Demographics

General Information	King County	Unincorporated Areas	Four Creeks/Tiger Mountain
Population	2,225,000	244,000	13,000
Average household size	2.4	2.7	3
Median age	37	36	47
Percent male	50%	50%	51%
Percent female	50%	50%	49%
Percent youth (under 18 years old)	21%	23%	19%
Percent elder (over 65 years old)	14%	16%	20%

Race and Ethnicity	King County	Unincorporated Areas	Four Creeks/Tiger Mountain
White	60%	68%	79%
Hispanic or Latinx	10%	9%	7%
Asian	18%	13%	9%
Native Hawaiian Pacific Islander	1%	1%	0%
African American	7%	5%	1%
Native American	0.6%	1%	0%
Two or more races		5%	4%
Limited English-speaking population		5%	2%

Income and Poverty	King County	Unincorporated Areas	Four Creeks/Tiger Mountain
Median household income	\$103,000	\$82,000	\$122,000
Households below poverty line	17%	7%	6%

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Housing	King County	Unincorporated Areas	Four Creeks/Tiger Mountain
Owner-occupied households	56%	79%	92%
Renter-occupied households	44%	21%	8%
% Rent-burdened households	34%	47%	54%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement <ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.
- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

³² [Community Engagement Guide, Continuum of Community Engagement](#)

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” ³⁵
Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.

Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown on Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.

³⁵ [KCC 2.16.055.C.5.b.](#)

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

Community Needs Lists

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

Phase 1: Scope. Identify who will be affected.

Phase 2: Assess equity and community context.

Phase 3: Analysis and decision process.

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

-Early Childhood Development	-Parks and Natural Resources	-Neighborhoods
-Education	-Built and Natural Environment	-Housing
-Jobs and Job Training	-Transportation	-Community and Public Safety
-Health and Human Services	-Community Economic	-Law and Justice
-Food Systems	Development	

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website,

³⁹ [2015 Equity Impact Review Process Overview](#)

⁴⁰ [The Determinants of Equity](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a “Translate” button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800.”

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the Four Creeks/Tiger Mountain town hall no additional language interpreters were requested.

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

⁴⁴ [King County Code 2.16.055.C.2.](#)

Appendix: Four Creeks/Tiger Mountain Community Engagement Summary

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

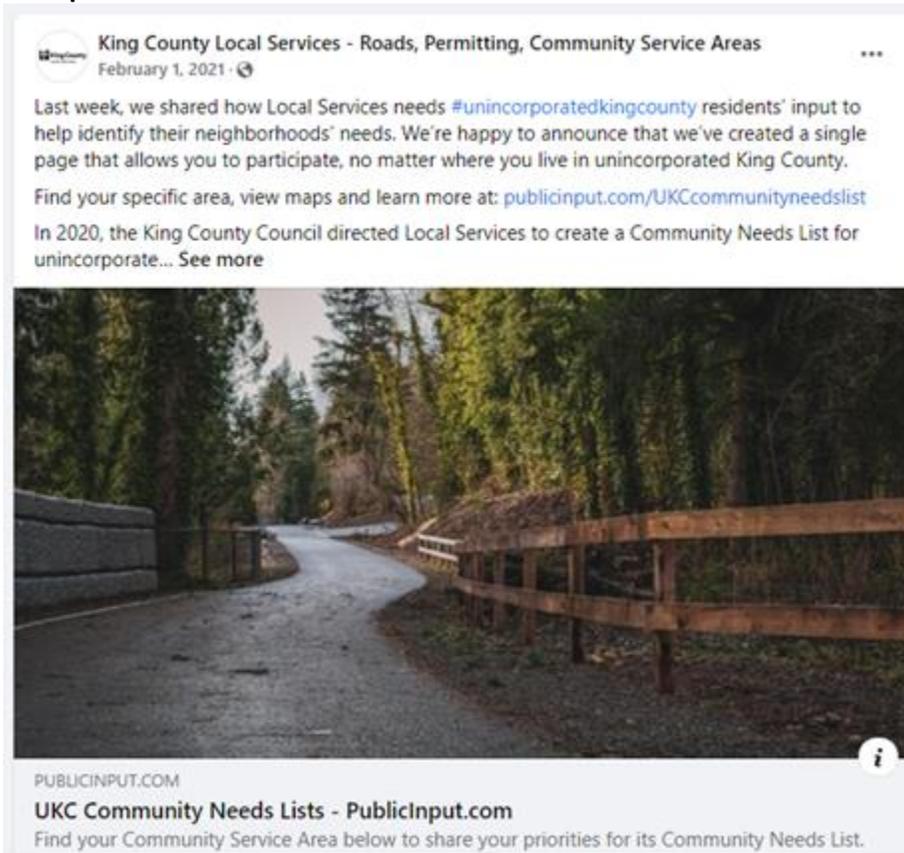
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



C. Greater Maple Valley/Cedar River Community Needs List**Legend**

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: GMVC.001

Category: Affordable Housing

Type: Standard Operations

Priority: Low

Request: More affordable housing is needed because of COVID--especially for those without a pension.

Potential Partners: Non-profit developers

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: TBD

BUDGET ID: GMVC.002

Category: Digital Equity

Type: Potential CIP

Priority: High

Request: Improve broadband connectivity and access. Our internet connection options are very poor, and we're limited to Century Link. A local PUD or rural broadband cooperative is needed.

Potential Partners: Internet service providers

Lead Department: KCIT

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: GMVC.003

Category: Digital Equity

Type: Potential CIP

Priority: High

Request: Improve rural broadband, which is necessary now.

Lead Department: KCIT

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Potential Partners: Internet service providers

BUDGET ID: GMVC.004

Category: Digital Equity

Type: Potential CIP

Priority: High

Lead Department: KCIT

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Install fiber optic cable to support multiple broadband services in conjunction with road resurfacing projects. CenturyLink phone lines are incapable of supporting broadband and the single provider (Comcast) pricing reflects the lack of competition. Entire area needs better internet service and connections.

Potential Partners: Internet service providers

BUDGET ID: GMVC.005

Category: Digital Equity

Type: Potential CIP

Priority: High

Lead Department: KCIT

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Improved network connectivity is critical. Only DSL is available now. There is fiber on the poles throughout the County; can there be local drops or fiber to the house? Can a PUD be created?

Potential Partners: Internet service providers

BUDGET ID: GMVC.006

Category: Housing/Social Services

Type: Standard Operations

Priority: Low

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: TBD

Request: Add more affordable housing services:

- Housing programs that help people move into more affordable areas.
- A plan to manage the homeless problem.
- A plan to develop local churches' skills for moving families to more affordable housing, schools, etc., complementing existing programs.

Potential Partners: CBOs, nonprofit developers, Housing Authorities, KCRHA

BUDGET ID: GMVC.007

Category: Illegal Dumping

Type: Standard Operations

Priority: Medium

Lead Department: DLS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: TBD

Request: Enforce illegal dumping.

Potential Partners: N/A

BUDGET ID: GMVC.008

Category: Intersection Improvements

Type: Potential CIP

Priority: High

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Construct roundabouts at every major intersection from Black Diamond to Issaquah, including:

- Issaquah-Hobart and May Valley.
- Issaquah-Hobart and Cedar Grove.
- Summit Landsburg and Landsburg Rd SE.

Greater Maple Valley/Cedar River Community Needs List

- Kent Kangley and SE Ravensdale Way.
- Install three way stop at the intersection of 244 Ave SE and SE 184 Street.
- Make Jones Road a roundabout. Do not install traffic lights due to delay and local pollution. Do not construct roundabout at Kent-Kangley and Hobart-Landsberg (Ravensdale Market).

Potential Partners: N/A

BUDGET ID: GMVC.009

Category: Law Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Increase Sheriff's presence:

- Increase sheriff presence in Hobart, Issaquah, Mirrormont.
- Increase sheriff patrols for speeding vehicles.

Potential Partners: N/A

BUDGET ID: GMVC.010

Category: Law Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: Low

Strengthens Community Vision: TBD

Request: Increase police protection and prosecution of demonstrators that cause public disruption and damage.

Potential Partners: N/A

BUDGET ID: GMVC.011

Category: Law Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: Low

Strengthens Community Vision: TBD

Request: Protect demonstrators exercising their first amendment rights. No one should be above the law, especially not those charged with enforcing and upholding the law.

Potential Partners: N/A

BUDGET ID: GMVC.012

Category: Law Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: Medium

Strengthens Community Vision: TBD

Request: Law enforcement by Sheriff Deputies when someone is on your property threatening you.

Potential Partners: N/A

BUDGET ID: GMVC.013

Category: Law Enforcement Accountability

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: Medium

Strengthens Community Vision: TBD

Request: Transparency from the County Sheriff. Are deputies being called on to do things that social services should be handling?

Potential Partners: N/A

BUDGET ID: GMVC.014**Category:** Permitting**Type:** Standard Operations**Priority:** High**Request:** Improve permitting processes:

- Reduced fees.
- Make easier.
- Make easier for farming.

Potential Partners: N/A**Lead Department:** DLS**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** TBD**BUDGET ID:** GMVC.015**Category:** Road Drainage**Type:** Potential CIP**Priority:** Medium**Request:** Address frequent water over the roadway on 244th Ave SE with more than a sign.**Potential Partners:** Flood Control District**Lead Department:** DLS**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** TBD**BUDGET ID:** GMVC.016**Category:** Road Pavement**Type:** Standard Operations**Priority:** Low**Request:** Address road pavement issues:

- Pave gravel/loose stone in the intersection of SE 307th St and Cumberland-Kanasket Rd SE.
- Improve shoulder maintenance on heavily used rural roads (235th/236th Aves SE between Norvydan and Lake Francis) and reduce speed limit.

Potential Partners: N/A**Lead Department:** DLS**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** TBD**BUDGET ID:** GMVC.017**Category:** Traffic Congestion**Type:** Potential CIP**Priority:** High**Request:** Address congestion, expand roadways, and improve traffic flow:

- Petrovitsky between Fairwood and Maple Valley.
- Issaquah-Hobart Rd traffic, signs, safety, and reversible center lane from Ravensdale to Issaquah. Provide two northbound lanes in the morning and two southbound lanes the evening. Do not expand Issaquah-Hobart Rd.

Potential Partners: N/A**Lead Department:** DLS**Anticipated Implementation Timeline:** N/A**Strengthens Community Vision:** TBD**BUDGET ID:** GMVC.018**Category:** Traffic Enforcement**Type:** Standard Operations**Priority:** Medium**Request:** Enforce traffic laws:

- Ban modified mufflers.
- Enforce noise regulations, especially for loud modified mufflers on 156th.

Potential Partners: N/A**Lead Department:** KCSO**Anticipated Implementation Timeline:** N/A**Strengthens Community Vision:** TBD

BUDGET ID: GMVC.019

Category: Trails

Type: Potential CIP

Priority: Low

Lead Department: DNRP

Anticipated Implementation Timeline: 2025+

Strengthens Community Vision: TBD

Request: Improve road and trails:

- Please consider paving all the way from Hwy 18 to the Cedar River Watershed. Gravel is not working well.
- Connect all trail systems; progress is slow.

Potential Partners: Maple Valley

BUDGET ID: GMVC.020

Category: Transit Service

Type: Potential Service

Priority: Medium

Lead Department: Metro Transit

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Metro Transit services in the Maple Valley heights area.

Potential Partners: Maple Valley

BUDGET ID: GMVC.021

Category: Transit Service

Type: Potential Service

Priority: Low

Lead Department: Metro Transit

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: Add transit services:

- Extend public transportation.
- Currently, there is no bus service from Landsburg/Ravensdale to Maple Valley or Issaquah.
- A bus from Enumclaw to Black Diamond, to Ravensdale, to Hobart, to Issaquah would do a lot to help alleviate traffic on Issaquah-Hobart Rd.
- A bus from Kangley to Four Corners/Maple Valley to Covington and Kent would also be helpful. Even if there were just a bus during morning and evening rush hour, it would help.
- More public transportation.
- Hobart-Issaquah route.

Potential Partners: N/A

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary



GREATER MAPLE VALLEY/CEDAR RIVER COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Contents

Introduction65

CNL Development Process.....65

CNL Community Engagement.....69

 CNL Engagement Phase I – Collect requests from community69

 CNL Community Outreach and Engagement Activities.....71

 CNL Engagement Phase II – Prioritize community requests.....73

 Phase II CNL Community Outreach and Engagement Activities73

Utilization of Office of Equity and Social Justice Tools for CNL Development75

 Greater Maple Valley/Cedar River Demographics75

 Who will be impacted by the CNLs?.....77

The Community Engagement Guide77

Equity Impact Review Process79

 CNL Development EIR Summary80

 CNL Implementation EIR Summary81

 CNL Language Access Resources81

Summary & Lessons Learned82

Appendix A: Example of CNL communications material84

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under **CNL Development Process**, is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

DLS's Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner's associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a "translate" button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The Greater Maple Valley Unincorporated Area Council was represented by the members from Greater Maple Valley/Cedar River.

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

The CSA Liaison for Greater Maple Valley/Cedar River also attended the following community meetings online to engage with community members, share information about the CNLs and submittal options, and encourage community members to have their voices heard.

- 1/4/2021 Greater Maple Valley UAC monthly meeting (20 attendees)
- 3/1/2021 Greater Maple Valley UAC monthly meeting (11 attendees)

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/4/2021	E-mail sharing information about the CNLs, purpose, deadline, and link to the publicinput.com site via e-mail to the main contact of Greater Maple Valley UAC requesting them to distribute to community members.	Email	25 residents
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	Share information about the CNLs and submission options.	Facebook post	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

DATE	Outreach	Outreach Format	Audience
3/1/2021	District 9 Newsletter sharing information about the CNLs, purpose, and link to the publicinput.com site.	Newsletter	District 9 residents

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

No requests were received via telephone, email, or mail. DLS received 154 requests through the PublicInput survey site for Greater Maple Valley/Cedar River between February – December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community’s prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in Greater Maple Valley/Cedar River: Asphalt Plant, Growth Management and Rural Preservation, Roads and Transportation Planning, Cedar Hills Landfill, and Law Enforcement. Each category contained between two to six individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The Greater Maple Valley/Cedar River town hall was held on March 21, 2022. The area’s Councilmember, Councilmember Reagan Dunn, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area’s PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 48 community members.

Nine PublicInput survey participants and 28 town hall participants prioritized the requests in Greater Maple Valley/Cedar River. In most cases, the identified high priority items were the same whether

¹⁶ [UKC Community Needs List Hub](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

Greater Maple Valley/Cedar River Demographics

As shown in Table 5, Greater Maple Valley/Cedar River is less diverse with 16 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

similarly diverse to the County in total (40 percent BIPOC). Close to 19,000 residents are living in Greater Maple Valley/Cedar River, just under eight percent of the UKC population. Their median household income of \$110,000 is 107 percent of the King County median household income and 134 percent of the UKC median. Eighty-eight percent of Greater Maple Valley/Cedar River residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: Greater Maple Valley/Cedar River Demographics

General Information	King County	Unincorporated Areas	Greater Maple Valley/Cedar River
Population	2,225,000	244,000	19,000
Average household size	2.4	2.7	3
Median age	37	36	48
Percent male	50%	50%	50%
Percent female	50%	50%	50%
Percent youth (under 18 years old)	21%	23%	22%
Percent elder (over 65 years old)	14%	16%	16%

Race and Ethnicity	King County	Unincorporated areas	Greater Maple Valley/Cedar River
White	60%	68%	84%
Hispanic or Latinx	10%	9%	4%
Asian	18%	13%	5%
Native Hawaiian Pacific Islander	1%	1%	0%
African American	7%	5%	2%
Native American	0.6%	1%	0%
Two or more races		5%	3%
Limited English-speaking population		5%	1%

Income and Poverty	King County	Unincorporated Areas	Greater Maple Valley/Cedar River
Median household income	\$103,000	\$82,000	\$110,000
Households below poverty line	17%	7%	8%

Housing	King County	Unincorporated Areas	Greater Maple Valley/Cedar River
Owner-occupied households	56%	79%	88%
Renter-occupied households	44%	21%	12%
% Rent-burdened households	34%	47%	37%

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.
- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.

³² [Community Engagement Guide, Continuum of Community Engagement](#)

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” ³⁵
Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.

Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown in Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

³⁵ [KCC 2.16.055.C.5.b.](#)

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Phase 1: Scope. Identify who will be affected.

Phase 2: Assess equity and community context.

Phase 3: Analysis and decision process.

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|--------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic | -Law and Justice |
| -Food Systems | Development | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

³⁹ [2015 Equity Impact Review Process Overview](#)

⁴⁰ [The Determinants of Equity](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

languages stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800.”

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the Greater Maple Valley town hall no additional language interpreters were requested.

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and

⁴⁴ [King County Code 2.16.055.C.2.](#)

⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix: Greater Maple Valley/Cedar River Community Engagement Summary

annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

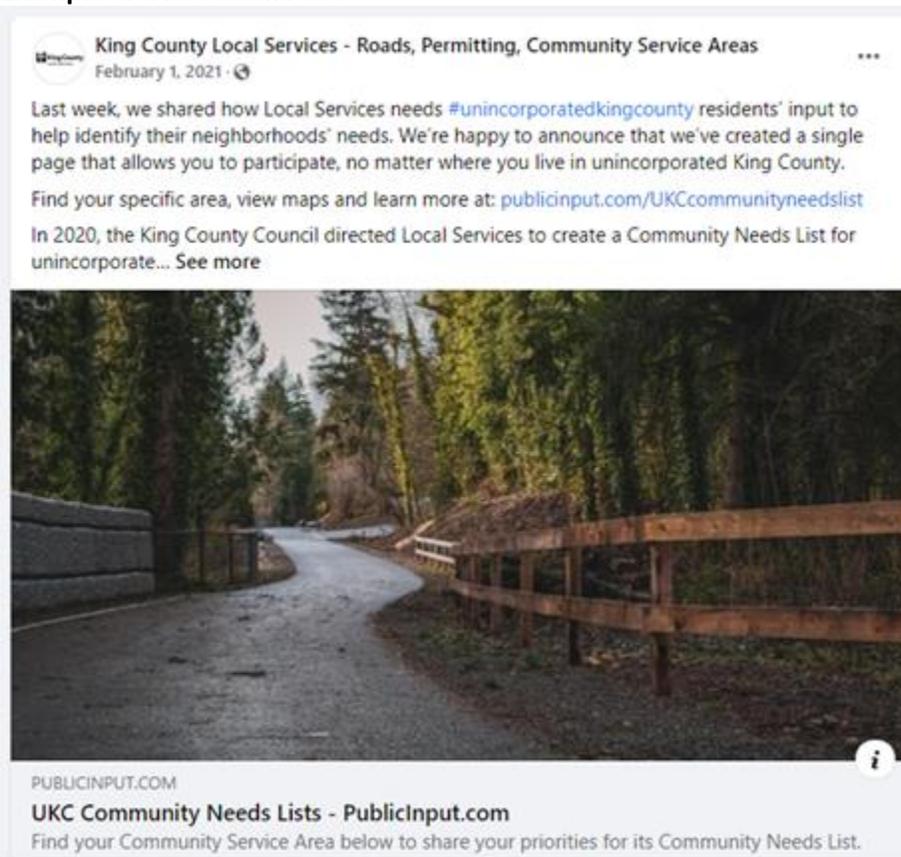
Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



D. Snoqualmie Valley/NE King County Community Needs List**Legend**

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: SNVC.001

Category: Affordable Housing

Type: Standard Operations

Priority: High

Request: More affordable housing for seniors.

Potential Partners: Nonprofit developers

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: TBD

BUDGET ID: SNVC.002

Category: Bike Lanes

Type: Potential CIP

Priority: Medium

Request: Add bike lanes and/or improve shoulders:

- Connecting the towns in the Valley.
- Issaquah-Fall City Rd.
- Fall City-Preston Rd.
- 124th.
- Fall City from Spring Glen.
- On both sides of Bog Rock Rd.
- Preston green bridge.
- Fall City Rd.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: SNVC.003

Category: Digital Equity

Lead Department: KCIT

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Improve internet access in these areas:

- North Bend (toward Moon Valley).
- Stoessel.
- Entire 98019 zip code.
- Areas outside Duvall.
- Areas outside Carnation.
- Ames Lake, where Wave broadband is the only option and is unreliable.
- Cherry Valley.
- Lake Margaret.
- Lake Marcel.
- SE Middle Fork Road.
- Near 32102 NE 136th St.

Potential Partners: Internet service providers

BUDGET ID: SNVC.004

Category: Digital Equity

Lead Department: KCIT

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Provide free internet hot spots for people without access; libraries are a start.

Potential Partners: Internet service providers

BUDGET ID: SNVC.005

Category: Fall City - Dog Park

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Medium

Strengthens Community Vision: TBD

Request: Create dog park for Fall City:

- Near 33344 SE Redmond Fall City Rd.
- Near 3924 Fall City Carnation Rd SE.

Potential Partners: SODA

BUDGET ID: SNVC.006

Category: Fall City - Park Improvements

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Provide one or more covered park shelters with picnic benches in Fall City.

Potential Partners: Fall City Community Association, Fall City Metropolitan Park District

BUDGET ID: SNVC.007

Category: Fall City - Park Infrastructure

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Attachment A
Snoqualmie Valley/NE King County Community Needs List

Request: Provide a rock climbing wall similar to the one in North Bend at Torguson Park near 4105 Fall City/Carnation Rd SE.

Potential Partners: Fall City Community Association, Fall City Metropolitan Park District

BUDGET ID: SNVC.008

Category: Fall City - Park Maintenance

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Cover the arena for winter riding and community events.

Potential Partners: Fall City Metropolitan Park District, Equestrian User Groups

BUDGET ID: SNVC.009

Category: Fall City - Playground

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Playground near 4105 Fall City Carnation Rd SE.

Potential Partners: Fall City Community Association, Fall City Metropolitan Park District

BUDGET ID: SNVC.029

Category: Human Services

Lead Department: DCHS

Type: Potential Service

Anticipated Implementation Timeline: TBD

Priority: Medium

Strengthens Community Vision: TBD

Request: Provide services for elderly people who are independent but need assistance with mobility.

Potential Partners: Metro, City of Seattle (AAA)

BUDGET ID: SNVC.010

Category: KC Search and Rescue

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: High

Strengthens Community Vision: No

Request: Continue to invest in search and rescue operations.

Potential Partners: N/A

BUDGET ID: SNVC.011

Category: Mountain Biking Trails

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Expand or add mountain biking trails and facilities:

- Bigger parking lots at Tiger, Raging River, and Olallie.
- New trails that connect to Tiger, Raging River, and Olallie from Exit 31 or Preston.
- Mountain bike connection from North Bend to Raging River.
- Evergreen way expansion from the pass.
- Mountain bike and gravel riding opportunities around Mt. Washington / Olallie.

Potential Partners: Evergreen Mountain Bike Alliance

BUDGET ID: SNVC.012

Category: Other Safety

Lead Department: DLS

Snoqualmie Valley/NE King County Community Needs List

Type: Potential CIP
Priority: Low
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

Request: Improve safety:

- Near 6635 Preston Fall City Rd SE and 6639 Preston Fall City Rd SE.
- Near 5710 Preston Fall City Rd SE.

Potential Partners: N/A

BUDGET ID: SNVC.013

Category: Parking Enforcement
Type: Standard Operations
Priority: Medium
Lead Department: KCSO
Anticipated Implementation Timeline: N/A
Strengthens Community Vision: No

Request: Enforce parking in these areas:

- Trailheads in the Valley.
- Ticket or tow illegally parked cars.
- 436th in North Bend on the way to Rattlesnake Lake.
- Exit 52 in the winter on Alpentel road and the adjacent freeway on-ramp.
- Snoqualmie Pass in the winter.

Potential Partners: N/A

BUDGET ID: SNVC.014

Category: Parks Infrastructure
Type: Potential CIP
Priority: High
Lead Department: DNRP
Anticipated Implementation Timeline: 2025+
Strengthens Community Vision: TBD

Request: Provide artificial turf fields in the Valley, e.g. baseball fields.

Potential Partners: N/A

BUDGET ID: SNVC.031

Category: Pathway/Sidewalk
Type: Potential CIP
Priority: TBD
Lead Department: DNRP
Anticipated Implementation Timeline: N/A
Strengthens Community Vision: TBD

Request: Develop a trail connection between the west side of the SR 203 marked crossing and the equestrian parking area for Fall City Park.

Potential Partners: PSE, King County Roads

BUDGET ID: SNVC.032

Category: Pedestrian Access
Type: Potential CIP
Priority: Low
Lead Department: DNRP
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

Request: Pedestrian access to the Snoqualmie River from Downtown Fall City through the Fall City Floodplain Restoration (Barfuse) Project being developed by King County.

Potential Partners: TBD

BUDGET ID: SNVC.015

Category: Pedestrian Crossings
Type: Potential CIP
Priority: Low
Lead Department: DLS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

Attachment A
Snoqualmie Valley/NE King County Community Needs List

Request: Provide crosswalks, reconfigure intersections and/or warning system for pedestrian safety at:

- Preston-Fall City Trail crossing with Preston Fall City Rd.
- Intersection of 334th and 42nd.

Potential Partners: WSDOT

BUDGET ID: SNVC.016

Category: Road Drainage

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Improve 124th elevation and flood resiliency.

Potential Partners: Flood Control District

BUDGET ID: SNVC.017

Category: Road Drainage

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Address flooding issues on 138th St.

Potential Partners: Flood Control District

BUDGET ID: SNVC.018

Category: Road drainage

Lead Department: DLS

Type: Standard Operations

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Provide more and better maintenance of ditch near 10101 394th PI SE.

Potential Partners: N/A

BUDGET ID: SNVC.019

Category: Road Maintenance

Lead Department: DLS

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: Medium

Strengthens Community Vision: TBD

Request: More snow plowing:

- Riverview School District (secondary roads in Duvall, Carnation, Redmond, and Woodinville).
- Wilderness Rim
- Increase de-icer, plowing, and sanding of roads during snow events.

Potential Partners: N/A

BUDGET ID: SNVC.020

Category: Road Pavement

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: Resurface:

- Mountain View Rd.
- Woodinville/Duvall Rd (and address potholes).
- Ames Lake Drive.
- Lake Alice Rd.
- Heathercrest neighborhood.

- Lake Margaret.

Potential Partners: N/A

BUDGET ID: SNVC.021

Category: Road Pavement

Type: Potential CIP

Priority: Low

Request: Provide landslide protection and paving of SE David Powell Rd.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: SNVC.022

Category: Road Pavement

Type: Standard Operations

Priority: Medium

Request: Grade alley in Fall City.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

BUDGET ID: SNVC.023

Category: Road Vegetation

Type: Standard Operations

Priority: Low

Request: Evaluate existing trees for trimming or removal near primary and secondary roads before next wind storm season.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

BUDGET ID: SNVC.029

Category: Sidewalks/Pathways

Type: Potential CIP

Priority: Medium

Request: Improve walking facilities at these locations(sidewalks, expanded shoulders, trails):

- Both sides of Bog Rock Road.
- Fall City: downtown, near schools, and from Spring Glen to Fall City.
- Near 5607 322nd Ave SE.
- 3rd between 145th and Kennedy St.
- Preston bridge on Preston Fall City Rd.
- Connecting UKC neighborhoods around North Bend to open spaces and regional trails.
- 436th between North Bend Way and Riverbend Café.
- Fay Road: expand and improve shoulders.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: SNVC.024

Category: Traffic Congestion

Type: Potential CIP

Priority: Medium

Request: Ease congestion:

- Widen Novelty Hill Rd and make it safer.

Lead Department: DLS

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

- Increase 124th Ave to four lanes.

Potential Partners: N/A

BUDGET ID: SNVC.025

Category: Traffic Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Increase speed enforcement in these areas:

- Fall City.
- 329th Place SE in Fall City.
- Kelly Rd and Lake Joy Rd.
- Preston-Fall City Rd.

Potential Partners: N/A

BUDGET ID: SNVC.026

Category: Trailhead Parking

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Medium

Strengthens Community Vision: TBD

Request: Add more parking at popular trailheads:

- A clearly communicated overflow parking solution at the Snoqualmie Valley Trail and SE 356th Dr.
- Add overflow parking for bike riders on the Snoqualmie Valley Trail at the 356th Dr SE location.
- Add parking for the Tokul Mountain bike trail on 356th Ave near 4255 356th Dr SE.

Potential Partners: Evergreen Mountain Bike Alliance

BUDGET ID: SNVC.027

Category: Trails

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: N/A

Priority: Low

Strengthens Community Vision: TBD

Request: Extend the existing King County trail (Lake Alice Road to Falls overlook) in phases to eventually connect with the city of Snoqualmie.

Potential Partners: N/A

BUDGET ID: SNVC.033

Category: Trails

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Include trail in WLRD Barfuse Project.

Potential Partners: Fall City Metropolitan Parks District

Budget ID: SNVC.034

Category: Transit Infrastructure

Lead Department: Metro Transit

Type: Potential Service

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: TBD

Request: More covered bus shelters - only 4 covered shelters in the Valley.

Potential Partners: City, Business

BUDGET ID: SNVC.028

Category: Transit Service

Type: Potential Service

Priority: High

Lead Department: Metro Transit

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

Request: More public transit (SVT, Metro) options, including:

- Bus connecting Carnation to Redmond Park & Ride.
- Expand/continue student van services around SnoVal.
- Transportation from Carnation and Fall City to Redmond or Issaquah to make it easier for seniors to get to doctors appointments.
- More transit options for seniors in the Valley.
- More accessible and affordable transportation options in the Snoqualmie Valley, especially on weekends.
- Bus to North Bend from Seattle.
- Public transportation to NE King County (Baring, Skykomish).

Potential Partners: SVT, Cities

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary



SNOQUALMIE VALLEY/NE KING COUNTY COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Contents

Introduction95

CNL Development Process.....95

CNL Community Engagement.....99

 CNL Engagement Phase I – Collect requests from community99

 CNL Community Outreach and Engagement Activities.....101

 CNL Engagement Phase II – Prioritize community requests.....103

 Phase II CNL Community Outreach and Engagement Activities103

Utilization of Office of Equity and Social Justice Tools for CNL Development104

 Snoqualmie Valley/NE King County Demographics105

 Who will be impacted by the CNLs?.....106

The Community Engagement Guide107

Equity Impact Review Process109

 CNL Development EIR Summary110

 CNL Implementation EIR Summary111

 CNL Language Access Resources111

Summary & Lessons Learned112

Appendix A: Example of CNL communications material113

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under [CNL Development Process](#), is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

DLS’s Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner’s associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a “Translate” button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a “translate” button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director’s Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from Snoqualmie Valley/NE King County.

- Agriculture Commission
- Fall City Community Association
- Snoqualmie Valley Alliance
- Snoqualmie Valley Police Department
- Snoqualmie Valley Community Network

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience
3/1/2021	District 3 Newsletter sharing information about the CNLs, purpose, and a link to the publicinput.com site.	Councilmember newsletter	District 3 residents

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

No requests were received via telephone, email, or mail. DLS received 466 requests through the PublicInput survey site for Snoqualmie Valley/NE King County between February-December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in Snoqualmie Valley/NE King County: Community and Economic Development, Human Services, Land Use and Code Enforcement, Natural Resources and Parks, Public Safety, and Roads and Transportation. Each category contained between two to nine individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The Snoqualmie Valley/NE King County town hall was held on March 24, 2022. The area's Councilmember, Councilmember Sarah Perry, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 51 community members.

One-hundred and eleven PublicInput survey participants and 21 town hall participants prioritized the requests in Snoqualmie Valley/NE King County. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

¹⁶ [UKC Community Needs List Hub](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

Snoqualmie Valley/NE King County Demographics

As shown in Table 5, Snoqualmie Valley/NE King County is less diverse with 14 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is less diverse than the County in total (40 percent BIPOC). Close to 26,000 residents are living in Snoqualmie Valley/NE King County, just under 11 percent of the UKC population. Their median household income of \$124,000 is 120 percent of the King County median household income and 151

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

percent of the UKC median. Eighty-eight percent of Snoqualmie Valley/NE King County residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: Snoqualmie Valley/NE King County Demographics

General Information	King County	Unincorporated Areas	Snoqualmie Valley/NE King County
Population	2,225,000	244,000	26,000
Average household size	2.4	2.7	3
Median age	37	36	43
Percent male	50%	50%	51%
Percent female	50%	50%	49%
Percent youth (under 18 years old)	21%	23%	23%
Percent elder (over 65 years old)	14%	16%	13%

Race and Ethnicity	King County	Unincorporated Areas	Snoqualmie Valley/NE King County
White	60%	68%	86%
Hispanic or Latinx	10%	9%	5%
Asian	18%	13%	5%
Native Hawaiian Pacific Islander	1%	1%	0%
African American	7%	5%	0%
Native American	0.6%	1%	1%
Two or more races		5%	3%
Limited English-speaking population		5%	2%

Income and Poverty	King County	Unincorporated Areas	Snoqualmie Valley/NE King County
Median household income	\$103,000	\$82,000	\$124,000
Households below poverty line	17%	7%	3%

Housing	King County	Unincorporated areas	Snoqualmie Valley/NE King County
Owner-occupied households	56%	79%	88%
Renter-occupied households	44%	21%	12%
% Rent-burdened households	34%	47%	36%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action.	County Consults King County gathers information from the community to inform county-led interventions.	County engages in dialogue King County engages community members to shape county priorities and plans.	County and community work together Community and King County share in decision-making to co-create solutions together.	Community directs action Community initiates and directs strategy and action with participation and technical assistance from King County.
Characteristics of Engagement <ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media.	Focus groups, interviews, community surveys.	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events.	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony.	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony.

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” ³⁵

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁵ [KCC 2.16.055.C.5.b.](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.
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Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown in Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

- Phase 1: Scope. Identify who will be affected.
- Phase 2: Assess equity and community context.
- Phase 3: Analysis and decision process.

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

Community Needs Lists

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic Development | -Law and Justice |
| -Food Systems | | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

³⁹ [2015 Equity Impact Review Process Overview](#)

⁴⁰ [The Determinants of Equity](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800."

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the Snoqualmie Valley/NE King County town hall no additional language interpreters were requested.

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

Appendix: Snoqualmie Valley/NE King County Community Engagement Summary

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

⁴⁴ [King County Code 2.16.055.C.2.](#)

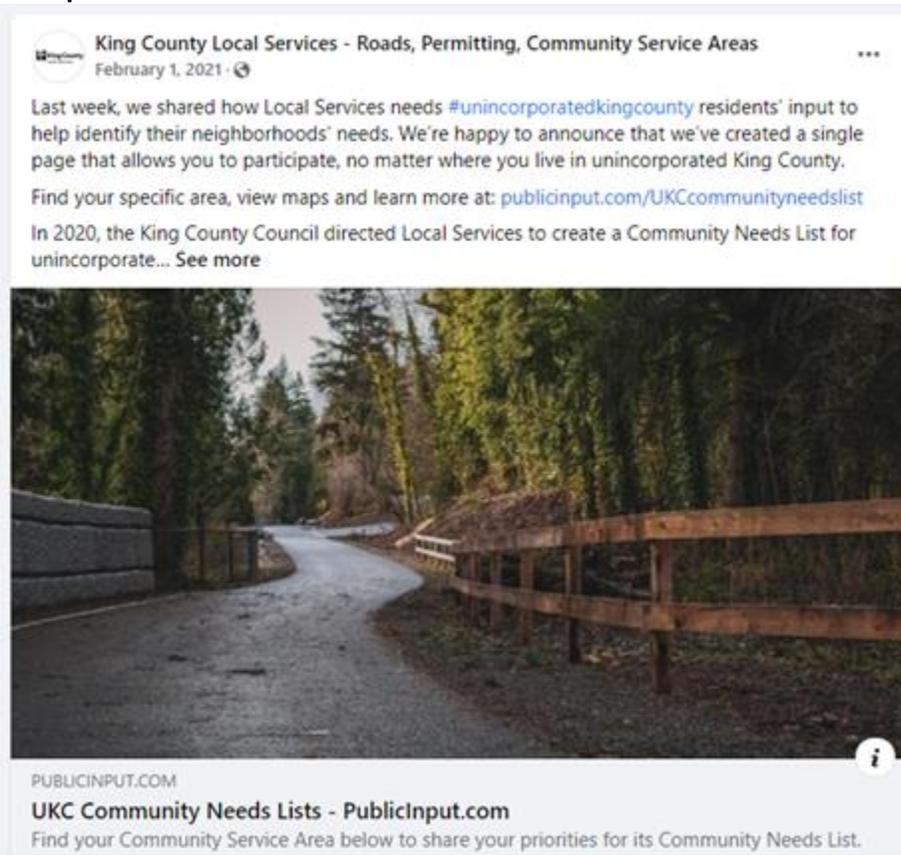
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



E. Southeast King County Community Needs List**Legend**

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: SEKC.001**Category:** Childcare**Lead Department:** DCHS**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** TBD**Request:** Provide childcare for working families.**Potential Partners:** Childcare providers and small businesses, State, SEIU, DCYF, city governments, Child Care Resources, Child Care Aware of WA, School-age Programs.**BUDGET ID:** SEKC.002**Category:** Digital Equity**Lead Department:** KCIT**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** Enhance broadband cable:

- Make WATV use legal in Enumclaw.
- Improve internet service.
- Century Link is the only option in Enumclaw/Cumberland.

Potential Partners: Internet service providers**BUDGET ID:** SEKC.003**Category:** Intersection Improvements**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD

Priority: High**Strengthens Community Vision:** TBD**Request:** Light requests:

- Add flashing light at the stop sign on the corner of 171st Ave SE and SE 321st Place Heather Highlands.
- Add a light that senses cars on the corner of Thomas Rd and Covington Sawyer Rd, allowing right and left turns.

Potential Partners: N/A**BUDGET ID:** SEKC.004**Category:** Intersection Improvements **Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** Add traffic lights at:

- Thomas Rd SE and SE Covington Sawyer Rd, allowing right and left turns.
- At intersection near 28727 181st Ave SE.
- Traffic light corner of Auburn-Black Diamond Rd and 218th Ave SE near DOT facility.
- Streetlight at SE 416th St and Veazie Cumberland Rd SE/284th Ave SE intersection.
- For traffic from "10 rivers" housing development in Black Diamond area.
- Add flashing lights to corner of 171st Ave SE and SE 321st Place Heather Highlands.

Potential Partners: N/A**BUDGET ID:** SEKC.005**Category:** Law Enforcement**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** TBD**Request:** Improve Sheriff and emergency response time:

- Sheriff patrols.
- Reduced drug use and thefts.
- More law enforcement.
- Faster response times for police.
- More police accessibility in Pacific Raceway neighborhood.

Potential Partners: N/A**BUDGET ID:** SEKC.006**Category:** Permitting**Lead Department:** DLS**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** TBD**Request:** Improve permitting:

- Make building permits easier to get.
- Notify CSAs when permits come that would be of interest/impact to the area.

Potential Partners: N/A**BUDGET ID:** SEKC.007**Category:** Restoration**Lead Department:** DNRP**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** Medium**Strengthens Community Vision:** TBD

Request: Conduct restoration programs:

- Restore Burns Creek.
- Restore Boise Creek.
- Close gaps in Bass Lake Complex restoration being directed by NGO, and accept input.
- Protect Soos Creek for salmon and wildlife.

Potential Partners: N/A**BUDGET ID:** SEKC.008**Category:** Road Lighting**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** Streetlight enhancement requests:

- Add a streetlight at SE 416th St and Veazie Cumberland Rd SE/284th Ave SE intersection.
- Add a street light on the corner of Auburn-Black Diamond Rd and 218th Ave SE.

Potential Partners: N/A**BUDGET ID:** SEKC.009**Category:** Road Pavement**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** More road maintenance and improvements, including:

- Fix height differential between repaved roads and connecting gravel roads after the resurfacing of Lake Holmes Rd, in particular 186th Ave SE.
- Repave, pothole repair, and restoration of county gravel walkways in Heather Highlands.
- Repave/repair 170th Place SE.
- Improve road quality in the Pacific Raceway neighborhood.
- Fix Enumclaw Franklin Rd. on way to gravel pit.
- Repave 171st Ave SE.
- Repair and overlay SE Mud Mountain Rd.
- Fix and overlay E Whitney Hill SE 384th St/to 236th Ave SE to SE 368th St.

Potential Partners: N/A**BUDGET ID:** SEKC.010**Category:** Road Vegetation**Lead Department:** DLS**Type:** Standard Operations**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** Mow County roads in SE King County each year. Remove the large dead trees at:

- Auburn Black Diamond Road and SE 321th Pl.
- On the hill above SE 326th Pl.
- Near 169th Ave SE.
- Along the hillside at 171st Ave SE (near SE 326th Pl).

Remove trees/limbs on:

- Black Diamond Rd, including 4-mile stretch of Auburn-Black Diamond Rd (near Heather Highlands Development Rd, 31814 150th Pl SE).
- Auburn Dr and SE 321th Pl.

Potential Partners: N/A

BUDGET ID: SEKC.011

Category: Sheriff Storefront

Type: Potential Program

Priority: Low

Request: Add a small police station in SE Lake Holm Rd area near Black Diamond Rd.

Potential Partners: N/A

Lead Department: KCSO

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

BUDGET ID: SEKC.012

Category: Traffic Congestion

Type: Potential CIP

Priority: High

Request: Widen roads, including near:

- "10 rivers" housing development in Black Diamond area.
- Auburn-Black Diamond Rd widened to 4 lanes.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

BUDGET ID: SEKC.013

Category: Traffic Enforcement L

Type: Standard Operations

Priority: High

Request: Enforce traffic:

- Enforce vehicle noise laws and regulations.
- Speed enforcement on Auburn Black Diamond Rd.
- Increase traffic patrol outside of Enumclaw city limits.
- Increase speed enforcement patrols from 3 PM to 5:30 PM near 20104 SE 436th St.

Potential Partners: N/A

Lead Department: KCSO

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

Appendix: Southeast King County Community Engagement Summary

Appendix: Southeast King County Community Engagement Summary



SOUTHEAST KING COUNTY COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: Southeast King County Community Engagement Summary

Contents

Introduction120

CNL Development Process.....120

CNL Community Engagement.....124

 CNL Engagement Phase I – Collect requests from community124

 CNL Community Outreach and Engagement Activities.....126

 CNL Engagement Phase II – Prioritize community requests.....128

 Phase II CNL Community Outreach and Engagement Activities129

Utilization of Office of Equity and Social Justice Tools for CNL Development130

 SE King County Demographics.....131

 Who will be impacted by the CNLs?.....132

The Community Engagement Guide132

Equity Impact Review Process135

 CNL Development EIR Summary135

 CNL Implementation EIR Summary137

 CNL Language Access Resources137

Summary & Lessons Learned137

Appendix A: Example of CNL communications material139

Appendix: Southeast King County Community Engagement Summary

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests.
- Step 2: Gather community requests into catalogues.
- Step 3: Share the catalogues with departments for review of implementation feasibility.
- Step 4: Engage with community to prioritize community requests.
- Step 5: Collaborate with Councilmembers who represent the area.
- Step 6: Develop CNLs.
- Step 7: Share CNLs with departments to inform departmental budget requests.
- Step 8: Transmit CNLs to King County Council for possible adoption.
- Step 9: Share lists of community requests that were not advanced to CNLs with community.
- Step 10: Monitor the implementation of CNLs and report out to community.

CNL Development Process

Step 1: Engage community to collect community requests.

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues.

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Southeast King County Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility.

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Southeast King County Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests.

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: Southeast King County Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area.

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs.

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests.

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption.

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community.

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: Southeast King County Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community.

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under [CNL Development Process](#), is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: Southeast King County Community Engagement Summary

DLS's Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner's associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet using surveys.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a "translate" button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: Southeast King County Community Engagement Summary

learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by members from SE King County:

- Enumclaw Plateau Community Council
- Green Valley Lake Holms Ass/Canter-Berry Farms
- Soos Creek Area Response

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and

Appendix: Southeast King County Community Engagement Summary

efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

The CSA Liaison for SE King County also attended the following community meeting online and in-person to engage with community members, share information about the CNLs and submittal options, and encourage community members to have their voices heard.

- 3/5/2021 Green Valley Lake Holm Community Association board meeting (10 community members)
- 3/16/2021 Enumclaw Plateau Community Association (12 attendees)

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/4/2021	Share information about the CNLs, purpose, deadline, and link to the publicinput.com site via e-mail with Green Valley Lake Holm Association and requested they distribute to community members.	Email	20 households
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/16/2021	Enumclaw Plateau Community Association. Shared information, process, and link to the publicinput.com and responded to questions.	Email	12 community members
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Southeast King County Community Engagement Summary

DATE	Outreach	Outreach Format	Audience
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience
3/1/2021	District 9 Newsletter. Shared information about the CNLs, their purpose, and a link to the publicinput.com site.	Councilmember Newsletter	District 9 residents

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

No requests were received via telephone, email, or mail. DLS received 135 requests through the PublicInput survey site for SE King County between February – December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community’s prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in SE King County: Roads and Transportation Planning, Growth Management and Rural Preservation, Law Enforcement, Flood Management and Restoration, Parks, Trails, and Recreation, and Broadband. Each category contained between one to five individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

¹⁶ [UKC Community Needs List Hub](#)

Appendix: Southeast King County Community Engagement Summary

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The SE King County town hall was held on March 15, 2022. The area's Councilmember, Councilmember Reagan Dunn, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 37 community members.

Fifteen PublicInput survey participants and 22 town hall participants prioritized the requests in SE King County. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created "Town Halls" pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers

Community Needs Lists

Appendix: Southeast King County Community Engagement Summary

Date	Outreach	Outreach Format	Audience
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800."

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and "help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies."¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Southeast King County Community Engagement Summary

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

SE King County Demographics

As shown in Table 5, SE King County is less diverse with 23 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is less diverse to the County in total (40 percent BIPOC). Close to 30,000 residents are living in SE King County, just over 12 percent of the UKC population. Their median household income of \$104,000 is 101 percent of the King County median household income and 127 percent of the UKC median. Eighty-five percent of SE King County residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: SE King County Demographics

General Information	King County	Unincorporated Areas	SE King County
Population	2,225,000	244,000	30,000
Average household size	2.4	2.7	3
Median age	37	36	43
Percent male	50%	50%	51%
Percent female	50%	50%	49%
Percent youth (under 18 years old)	21%	23%	22%
Percent elder (over 65 years old)	14%	16%	17%

Race and Ethnicity	King County	Unincorporated Areas	SE King County
White	60%	68%	77%
Hispanic or Latinx	10%	9%	11%
Asian	18%	13%	5%
Native Hawaiian Pacific Islander	1%	1%	0%
African American	7%	5%	1%
Native American	0.6%	1%	1%
Two or more races		5%	5%

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: Southeast King County Community Engagement Summary

Limited English-speaking population		5%	1%
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Income and Poverty	King County	Unincorporated Areas	SE King County
Median household income	\$103,000	\$82,000	\$104,000
Households below poverty line	17%	7%	5%

Housing	King County	Unincorporated Areas	SE King County
Owner-occupied households	56%	79%	85%
Renter-occupied households	44%	21%	15%
% Rent-burdened households	34%	47%	31%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Southeast King County Community Engagement Summary

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.
- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [Community Engagement Guide, Continuum of Community Engagement](#)

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Southeast King County Community Engagement Summary

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	County Consults King County gathers information from the community to inform county-led interventions	County engages in dialogue King County engages community members to shape county priorities and plans	County and community work together Community and King County share in decision-making to co-create solutions together	Community directs action Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement <ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” ³⁵
Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.

Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown in Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

³⁵ [KCC 2.16.055.C.5.b.](#)

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Southeast King County Community Engagement Summary

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	County Consults King County gathers information from the community to inform county-led interventions	County engages in dialogue King County engages community members to shape county priorities and plans	County and community work together Community and King County share in decision-making to co-create solutions together	Community directs action Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
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Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

- Phase 1: Scope. Identify who will be affected.
- Phase 2: Assess equity and community context.
- Phase 3: Analysis and decision process.
- Phase 4: Implementation. Staying connected with the community.
- Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities’ priorities and concerns.

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

³⁹ [2015 Equity Impact Review Process Overview](#)

Appendix: Southeast King County Community Engagement Summary

The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

-Early Childhood Development	-Parks and Natural Resources	-Neighborhoods
-Education	-Built and Natural Environment	-Housing
-Jobs and Job Training	-Transportation	-Community and Public Safety
-Health and Human Services	-Community Economic Development	-Law and Justice
-Food Systems		

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

⁴⁰ [The Determinants of Equity](#)

Appendix: Southeast King County Community Engagement Summary

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800."

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the SE King County town hall no additional language interpreters were requested.

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

⁴⁴ [King County Code 2.16.055.C.2.](#)

Appendix: Southeast King County Community Engagement Summary

community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

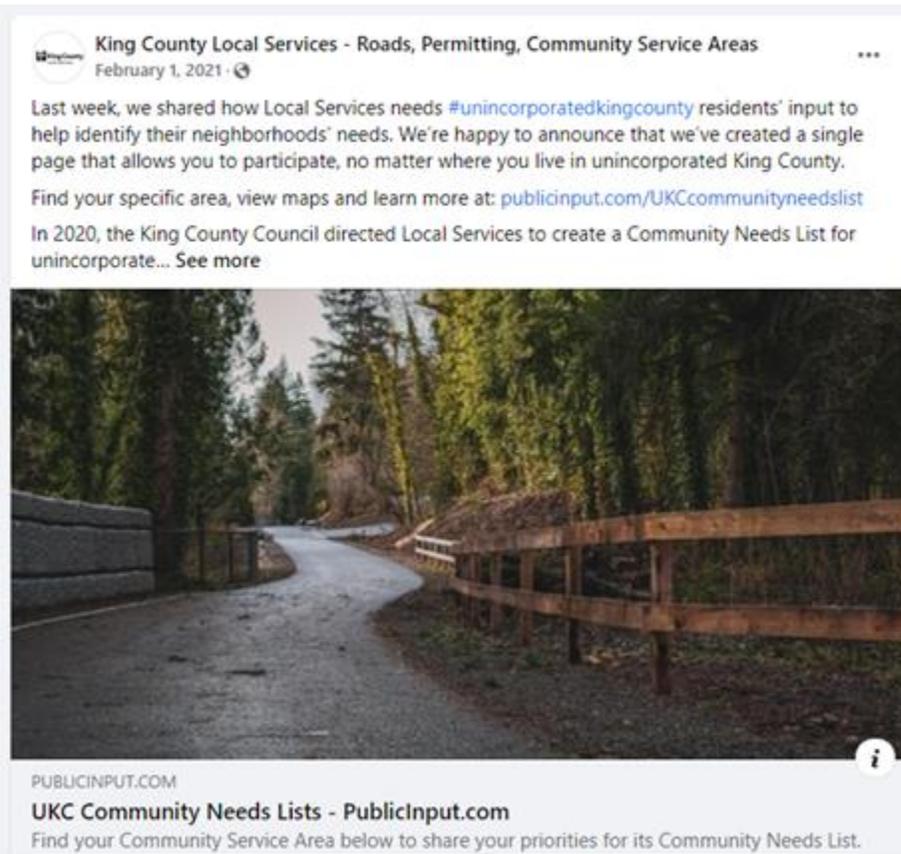
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



Appendix: Vashon/Maury Island Community Engagement Summary

F. Vashon/Maury Island Community Needs List

Legend

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: VMIC.003

Category: Affordable Housing

Lead Department: DCHS

Type: Standard Operations

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Increase affordable housing:

- All kinds of housing.
- Build-up of tiny houses on County land.
- More subsidized low-income housing.
- Affordable housing for people of low and middle income.
- Affordable housing along bus routes. throughout Vashon-Maury Island for low-income families and seniors.
- Low cost housing near public transportation.

Potential Partners: Nonprofit developers, CBOs, public funded partners

BUDGET ID: VMIC.004

Category: Bike Lanes

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Address the following bike lane requests:

- Pave shoulders on Quartermaster Drive near 23019 Vashon Hwy SW.

Appendix: Vashon/Maury Island Community Engagement Summary

- Wider shoulders on Vashon Hwy, Wax Orchard, West Side Hwy, and route from Portage to Dockton Park for biking.
- Fix pavement condition and widen shoulders of Wax Orchard Road, Paradise Valley to town; Dockton Road, parts of Westside Hwy.
- Construct dedicated bike lanes on Dockton Rd SW.
- Add bike lanes for schools down Monument Rd, main highway, Cemetery, etc.
- Add bike lanes along school zones.
- Bike lanes on main roads.
- Add signs to alert drivers to users who are on foot and on bicycles and using wheelchairs.
- Construct major multi-use path along the whole length of the island or at least between town and the north end ferry.

Potential Partners: N/A

BUDGET ID: VMIC.005

Category: Bridge

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: Yes

Request: Repair driving surface of Judd Creek Bridge.

Potential Partners: N/A

BUDGET ID: VMIC.006

Category: Childcare

Lead Department: DCHS

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: High

Strengthens Community Vision: TBD

Request: Add more affordable childcare options:

- Full day infant childcare.
- Support for more childcare services.
- Affordable childcare options, including full-time daycare centers and infant care.

Potential Partners: Childcare providers and small businesses, State, SEIU, DCYF, Cities, Child Care Resources, Child Care Aware of WA, school-age programs

BUDGET ID: VMIC.007

Category: Code Enforcement

Lead Department: DLS

Type: Standard Operations

Anticipated Implementation Timeline: Current biennium

Priority: Medium

Strengthens Community Vision: No

Request: Enforce codes for the following:

- Properties that store junk, trash, debris, immovable vehicles, etc.
- Advocacy for property use, rather than fighting against property use.

Potential Partners: CBOs

BUDGET ID: VMIC.020

Category: Composting Facility

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: N/A

Priority: Medium

Strengthens Community Vision: TBD

Request: Add an on-island composting facility.

Potential Partners: TBD

Appendix: Vashon/Maury Island Community Engagement Summary

BUDGET ID: VMIC.008

Category: Digital Equity

Lead Department: KCIT

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Enhance digital access with the following:

- Provide support for wireless and cable service that Comcast has not provided.
- Every household should have access to high speed internet.
- South End and Century Link cannot provide the wifi necessary.
- Internet is a big one that needs an overhaul.
- High speed internet for all. Internet is a utility.
- Island wide broadband needs to be provided.

Potential Partners: Internet service providers

BUDGET ID: VMIC.009

Category: Housing for Victims of Domestic Violence

Lead Department: DCHS

Type: Standard Operations

Anticipated Implementation Timeline: Ongoing

Priority: Low

Strengthens Community Vision: Yes

Request: Provide temporary housing for victims of domestic violence.

Potential Partners: Nonprofit developers with domestic violence CBO partners

BUDGET ID: VMIC.010

Category: Illegal Dumping and Vandalism

Lead Department: DLS

Type: Standard Operations

Anticipated Implementation Timeline: TBD

Priority: Medium

Strengthens Community Vision: TBD

Request: Provide crew to pick up trash along the roads (e.g. Cemetery Road) to transfer site.

Potential Partners: N/A

BUDGET ID: VMIC.011

Category: Litter Cans

Lead Department: DLS

Type: Potential Service

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: No

Request: Provide more litter cans and regular pick-up at these areas:

- Vashon town.
- Busy beach access points.
- Tramp Harbor parking area near 20614 Chautauqua Beach Rd SW.

Potential Partners: CBOs, Uplift Northwest

BUDGET ID: VMIC.012

Category: MISC

Lead Department: DLS

Type: Potential Program

Anticipated Implementation Timeline: N/A

Priority: Low

Strengthens Community Vision: TBD

Request: Close Tramp Harbor at designated times on weekends for nonmotorized use.

Potential Partners: N/A

BUDGET ID: VMIC.013

Appendix: Vashon/Maury Island Community Engagement Summary

Category: MISC
Type: Potential CIP
Priority: Medium
Request: Improve north-end park and ride lot (grade, parking capacity, and lighting).
Potential Partners: N/A

Lead Department: DLS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

BUDGET ID: VMIC.014

Category: Permitting
Type: Standard Operations
Priority: High

Lead Department: DLS
Anticipated Implementation Timeline: Ongoing
Strengthens Community Vision: No

Request: Improve permitting:

- Faster permitting for build and remodel projects.
- Extended permitting time, especially considering that Vashon is being over-built.
- Reduce permitting time. Currently more than a year for a revision permit for SFH.
- Allow certain over-the-counter permits to be issued on-Island and faster.

Potential Partners: N/A

BUDGET ID: VMIC.015

Category: Road Drainage
Type: Potential CIP
Priority: Low

Lead Department: DLS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: No

Request: Remove fill between Vashon/Maury and install large culverts or a bridge to connect aquatic habitat between Tramp Harbor and Quartermaster Harbor at high tides.

Potential Partners: N/A

BUDGET ID: VMIC.016

Category: Road Pavement
Type: Potential CIP
Priority: High

Lead Department: DLS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: Yes

Request: Repair and maintain roads, fix potholes:

- Repave Portage to Dockton, Westside Hwy, and Wax Orchard from the Tahlequah Y North.
- Replace/repair the center-line reflectors on the Island roads.
- Repair shoulder on Dockton Rd SW.

Potential Partners: N/A

BUDGET ID: VMIC.019

Category: RV Dump Station
Type:
Priority: Medium

Lead Department: DNRP
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

Request: Add dump station:

- Put an RV dump pay station at the King County Sewage Treatment Plant.
- Create a public inexpensive dump station for any RV.

Potential Partners: TBD

BUDGET ID: VMIC.001

Category: Sheriff Storefront

Lead Department: KCSO

Appendix: Vashon/Maury Island Community Engagement Summary

Type: Potential Service
Priority: Medium
Request: Create a dedicated storefront deputy.
Potential Partners: N/A

Anticipated Implementation Timeline: N/A
Strengthens Community Vision: No

BUDGET ID: VMIC.017

Category: Sidewalks/Pathways
Type: Potential CIP
Priority: High
Request: Address the following pathway/sidewalk options:

Lead Department: DLS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

- Paved non-motorized, multi-use, two-way trail parallel with Vashon Hwy from north-end ferry to south-end ferry, or at least between town and north end ferry, including Burton and/or wide shoulders and reflective improvements.
- Construct pedestrian walkway along Dockton Rd from Ellisport to Portage and along Quartermaster Rd from Portage to the foot of monument.
- Construct sidewalks to continue on Vashon Hwy, up to VCC and down to Minglement.
- Construct sidewalks and/or bike lanes from schools: down Monument Rd, main highway, Cemetery Rd., etc.
- Extend the sidewalk from town on Bank Rd to Fisher Pond.
- Construct sidewalks from Quartermaster Yacht Club to north of the Judd Creek Bridge.
- Construct paved shoulders on Quartermaster Dr, Wax Orchard, West Side Hwy, route from Portage to Dockton Park. Improve existing sidewalks for walkability, seniors, and ADA compliance.
- On 97th PI SW in town.
- Improve existing shoulders on 94th Ave on Maury at hill.

Potential Partners: N/A

BUDGET ID: VMIC.021

Category: Social Services Needs Assessment
Type: Potential Service
Priority: High
Request: Complete a needs assessment for the island to help social service organizations address identified needs and write grants.
Potential Partners: CBOs

Lead Department: DCHS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

BUDGET ID: VMIC.018

Category: Social Worker
Type: Potential Service
Priority: High
Request: Fund a full-time social worker located at a community center.
Potential Partners: CBOs

Lead Department: DCHS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

BUDGET ID: VMIC.032

Category: Sustainable Forest Plan
Type: Potential Service
Priority: Low

Lead Department: DNRP
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: Yes

Appendix: Vashon/Maury Island Community Engagement Summary

Request: Prepare a Vashon Island comprehensive forest management plan (including thinning and removal of invasive species) to ensure healthy and sustainable forests.

Potential Partners: N/A

BUDGET ID: VMIC.002

Category: Traffic Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Enforce speeding on roads other than Vashon Hwy, e.g., Westside Hwy and Wax Orchard.

Potential Partners: N/A

BUDGET ID: VMIN.032

Category: Transit Infrastructure

Lead Department: Metro Transit

Type: Potential Program

Anticipated Implementation Timeline: TBD

Priority: Low

Strengthens Community Vision: Yes

Request: Improve north-end park and ride lot. It's dangerously steep and there are not enough spaces and needs more lighting.

Potential Partners: N/A

BUDGET ID: VMIC.034

Category: Trails

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: Yes

Request: - Multiuse Green Trails connecting all Parks and Recreation Areas for non-motorized transportation.

- A paved non-motorized multi-use two-way trail parallel with Vashon Highway from North end Ferry to South-end Ferry, connecting to non-motorized multi-use

Potential Partners: Vashon Parks District, Washington Trails Association

Appendix: Vashon/Maury Island Community Engagement Summary



VASHON/MAURY ISLAND COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: Vashon/Maury Island Community Engagement Summary

Contents

Introduction148

CNL Development Process.....148

CNL Community Engagement.....152

 CNL Engagement Phase I – Collect requests from community152

 CNL Community Outreach and Engagement Activities.....154

 CNL Engagement Phase II – Prioritize community requests.....156

 Phase II CNL Community Outreach and Engagement Activities156

Utilization of Office of Equity and Social Justice Tools for CNL Development157

 Vashon/Maury Island Demographics158

 Who will be impacted by the CNLs?.....159

The Community Engagement Guide160

Equity Impact Review Process162

 CNL Development EIR Summary163

 CNL Implementation EIR Summary164

 CNL Language Access Resources164

Summary & Lessons Learned165

Appendix A: Example of CNL communications material166

Appendix: Vashon/Maury Island Community Engagement Summary

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Vashon/Maury Island Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Vashon/Maury Island Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: Vashon/Maury Island Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: Vashon/Maury Island Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under [CNL Development Process](#), is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: Vashon/Maury Island Community Engagement Summary

DLS's Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner's associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a "translate" button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: Vashon/Maury Island Community Engagement Summary

learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from Vashon/Maury Island. Some individuals represented multiple organizations.

- Vashon Chamber of Commerce
- Vashon Park District
- Vashon Sewer District
- Vashon Water District 19
- Vashon Airport District
- Vashon Fire District
- Vashon School District
- Vashon Hospital District
- Vashon Youth and Family
- Vashon Senior Services
- Comunidad Latina Vashon

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

Community Needs Lists

Appendix: Vashon/Maury Island Community Engagement Summary

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Vashon/Maury Island Community Engagement Summary

No requests were received via telephone, email, or mail. DLS received 250 requests through the PublicInput survey site for Vashon/Maury Island between February – December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in Vashon/Maury Island: Parks, Roads and Transportation, Public Safety, Housing, Permitting, and Waste Management, Broadband, and Human Services. Each category contained one to seven individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The Vashon/Maury Island town hall was held on March 17, 2022. The area's Councilmember, Councilmember Joe McDermott, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 28 community members.

Two hundred thirty-nine PublicInput survey participants and 20 town hall participants prioritized the requests in Vashon/Maury Island. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

¹⁶ [UKC Community Needs List Hub](#)

Appendix: Vashon/Maury Island Community Engagement Summary

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: Vashon/Maury Island Community Engagement Summary

community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

Vashon/Maury Island Demographics

As shown in Table 5, Vashon/Maury Island is less diverse, with 11 percent Black, Indigenous, and People of Color (BIPOC), than unincorporated King County (UKC), which is 32 percent BIPOC. It is also less diverse when compared to the County in total (40 percent BIPOC). Close to 10,000 residents are living on Vashon/Maury Island, just over four percent of the UKC population. Their median household income of \$78,000 is 76 percent of the King County median household income and 95 percent of the UKC

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

Appendix: Vashon/Maury Island Community Engagement Summary

median. Fifty-one percent of Vashon/Maury Island residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: Vashon/Maury Island Demographics

General Information	King County	Unincorporated Areas	Vashon/Maury Island
Population	2,225,000	244,000	10,000
Average household size	2.4	2.7	2
Median age	37	36	52
Percent male	50%	50%	44%
Percent female	50%	50%	56%
Percent youth (under 18 years old)	21%	23%	17%
Percent elder (over 65 years old)	14%	16%	28%

Race and Ethnicity	King County	Unincorporated Areas	Vashon/Maury Island
White	60%	68%	89%
Hispanic or Latinx	10%	9%	6%
Asian	18%	13%	1%
Native Hawaiian Pacific Islander	1%	1%	1%
African American	7%	5%	0%
Native American	0.6%	1%	0%
Two or more races		5%	3%
Limited English-speaking population		5%	1%

Income and Poverty	King County	Unincorporated areas	Vashon/Maury Island
Median household income	\$103,000	\$82,000	\$78,000
Households below poverty line	17%	7%	16%

Housing	King County	Unincorporated Areas	Vashon/Maury Island
Owner-occupied households	56%	79%	84%
Renter-occupied households	44%	21%	16%
% Rent-burdened households	34%	47%	51%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: Vashon/Maury Island Community Engagement Summary

process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Vashon/Maury Island Community Engagement Summary

- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action.	County Consults King County gathers information from the community to inform county-led interventions	County engages in dialogue King County engages community members to shape county priorities and plans	County and community work together Community and King County share in decision-making to co-create solutions together	Community directs action Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement <ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” ³⁵

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁵ [KCC 2.16.055.C.5.b.](#)

Appendix: Vashon/Maury Island Community Engagement Summary

Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.
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Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown on Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

- Phase 1: Scope. Identify who will be affected.
- Phase 2: Assess equity and community context.
- Phase 3: Analysis and decision process.

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

Appendix: Vashon/Maury Island Community Engagement Summary

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic Development | -Law and Justice |
| -Food Systems | | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

³⁹ [2015 Equity Impact Review Process Overview](#)

⁴⁰ [The Determinants of Equity](#)

Appendix: Vashon/Maury Island Community Engagement Summary

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800."

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the Vashon/Maury Island town hall no additional language interpreters were requested.

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

⁴⁴ [King County Code 2.16.055.C.2.](#)

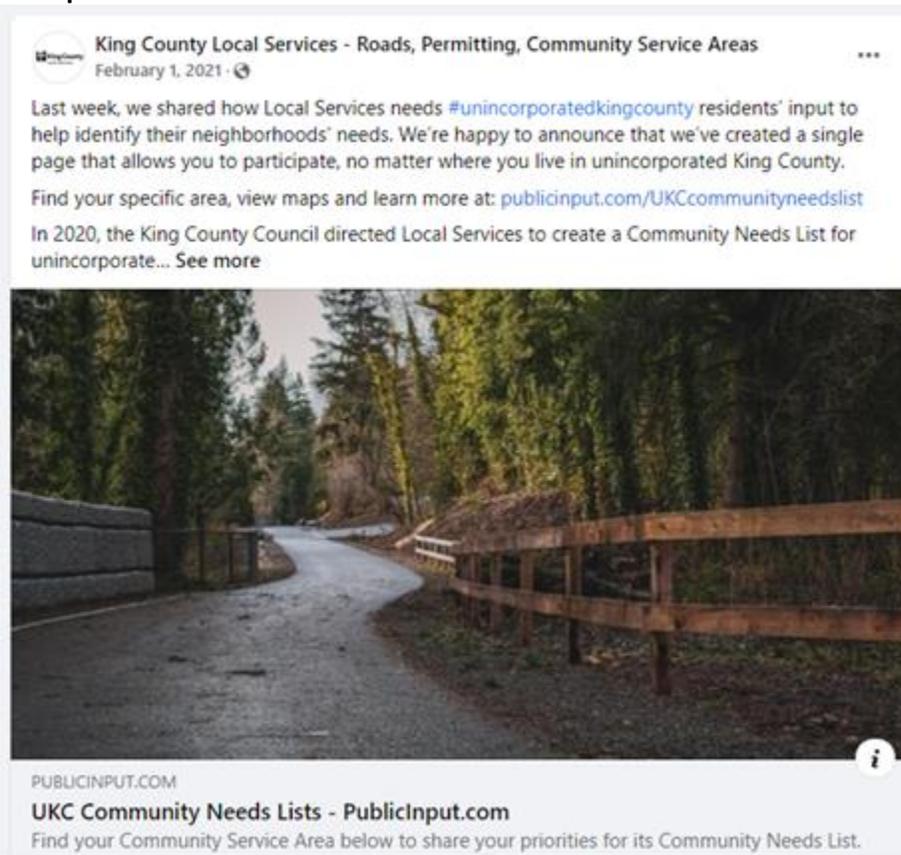
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



II. Five Urban Unincorporated Potential Annexation Area Community Needs Lists

G. East Federal Way Community Needs List

Legend

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: EFP.001

Category: Bike Lanes

Type: Potential CIP

Priority: Low

Request: Add bike lanes:

- Along S 349th St and 28th Ave S (marked bike lane, protected lane, or path).
- Military Rd and other main arteries.
- A hiking trail and/or bike path to new Federal Way light rail station.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: EFP.002

Category: Housing

Type: Standard Operations

Priority: Low

Request: More one-bedroom apartments.

Potential Partners: Nonprofit developers

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: TBD

BUDGET ID: EFP.003**Category:** Law Enforcement Staffing**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** TBD**Request:** Enforce laws:

- Add more police presence, including in area near 3212 S 288th St.
- Have police patrols to control street racing at night.
- Add one more officer in the Lakeland north area.
- Increase law enforcement presence in the Lakeland South area, especially during commuting hours.
- Address drugs, crime, diversity, and equity in East Federal Way, and have less police and less prosecution of crimes.
- Increase police presence and actively respond to criminal activity.
- Enforce existing laws, e.g., dirt bikes on public roads.

Potential Partners: N/A**BUDGET ID:** EFP.004**Category:** Neighborhood Watch**Lead Department:** KCSO**Type:** Potential Program**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** Yes**Request:** Have 24/7 neighborhood watches and crime watch.**Potential Partners:** N/A**BUDGET ID:** EFP.005**Category:** Other Safety**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** N/A**Priority:** Low**Strengthens Community Vision:** TBD**Request:** Needed safety improvements (e.g., centerline median) at the 20th Ave S curve between Enchanted Pkwy S/Milton Rd and S 360th St.**Potential Partners:** N/A**BUDGET ID:** EFP.006**Category:** Road Lighting**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** N/A**Priority:** Medium**Strengthens Community Vision:** TBD**Request:** Install streetlighting:

- For pedestrian safety in the Thomas Jefferson HS area, especially at S 288th.
- Totem MS area, especially at S 272nd for kids walking to/from school in the dark.
- 303rd between 4311 303rd and 42nd Pl S.
- 20th Ave S curve between Enchanted Parkway S/S Milton Rd and S 360th St.
- Install more street lights in the Lakeland north area of 51st toward Military Rd S.

Potential Partners: Puget Sound Energy**BUDGET ID:** EFP.007**Category:** Sidewalks/Pathways**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD

Priority: High **Strengthens Community Vision:** TBD**Request:** Add sidewalks and paths:

- Add sidewalks and protected bike lanes or single shared.
- Use path to 20th Ave S curve between Enchanted Pkwy S/Milton Rd and S 360th St
- Add sidewalks for Military Rd and other main arteries.
- Add sidewalks for school children near 27419 42nd Ave S.
- Complete missing link in S 376th St.

Potential Partners: N/A**BUDGET ID:** EFP.008**Category:** Traffic Congestion**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** N/A**Priority:** Low**Strengthens Community Vision:** TBD**Request:** Complete missing link in S 376th St near 10th Ave S or construct a shared-use trail through the woods in the short-term.**Potential Partners:** N/A**BUDGET ID:** EFP.009**Category:** Traffic Enforcement**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** N/A**Priority:** Medium**Strengthens Community Vision:** TBD**Request:** Enforce speed limits:

- Neighborhood speeding and shoulder driving to pass cars.
- Speeding on 43rd St.

Potential Partners: N/A**BUDGET ID:** EFP.010**Category:** Transit Service**Lead Department:** Metro Transit**Type:** Potential Service**Anticipated Implementation Timeline:** 2023-2024 Biennium**Priority:** High**Strengthens Community Vision:** TBD**Request:** Better mass transit for commuters:

- More service endpoints
- More service throughout the day
- Shorter transit times

Potential Partners: Sound Transit, Community Transit**BUDGET ID:** EFP.011**Category:** Acquisition & Parks Infrastructure**Lead Department:** DNRP**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** Low**Strengthens Community Vision:** TBD**Request:** Need a playground/park at intersection of 25th Pl S and 363rd St. There's an area that could be made into a small playground and benefit over 500 people in the community that currently have no parks or playground nearby.**Potential Partners:** Land Conservation Initiative, Conservation Futures Program

Appendix: East Federal Way Community Engagement Summary



EAST FEDERAL WAY COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: East Federal Way Community Engagement Summary

Contents

Introduction172

CNL Development Process.....172

CNL Community Engagement.....176

 CNL Engagement Phase I – Collect requests from community176

 CNL Community Outreach and Engagement Activities.....178

 CNL Engagement Phase II – Prioritize community requests.....180

 Phase II CNL Community Outreach and Engagement Activities180

Utilization of Office of Equity and Social Justice Tools for CNL Development181

 East Federal Way Demographics.....182

 Who will be impacted by the CNLs?.....183

The Community Engagement Guide184

Equity Impact Review Process186

 CNL Development EIR Summary187

 CNL Implementation EIR Summary188

 CNL Language Access Resources188

Summary & Lessons Learned188

Appendix A: Example of CNL communications material190

Appendix: East Federal Way Community Engagement Summary

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Community Needs Lists

Appendix: East Federal Way Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: East Federal Way Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: East Federal Way Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in [CNL Community Engagement Phase II – Prioritize community requests](#).

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: East Federal Way Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under **CNL Development Process**, is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: East Federal Way Community Engagement Summary

DLS's Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner's associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a "translate" button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: East Federal Way Community Engagement Summary

learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from East Federal Way. Some individuals represented multiple organizations.

- Federal Way Senior Center
- King County Housing Authority
- Integrity Life Church

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and

Appendix: East Federal Way Community Engagement Summary

efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	Share information about the CNLs and submission options.	Facebook post	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

No requests were received via telephone, email, or mail. DLS received 81 requests through the PublicInput survey site for East Federal Way between February – December 2021.

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: East Federal Way Community Engagement Summary

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in East Federal Way: Law and Code Enforcement, Homelessness, Parks, and Roads. Each category contained between two to five individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The East Federal Way town hall was held on March 29, 2022. The area's Councilmember, Councilmember Pete von Reichbauer, was invited and kept informed of the meeting. DLS Director John Taylor was the host. While community members were filling in the Zoom prioritization surveys during the town hall, the DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, he transitioned to summarizing the results from the town hall survey. The town hall was attended by 13 community members.

Fifty-five PublicInput survey participants and 12 town hall participants prioritized the requests in East Federal Way. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

¹⁶ [UKC Community Needs List Hub](#)

Appendix: East Federal Way Community Engagement Summary

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: East Federal Way Community Engagement Summary

community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

East Federal Way Demographics

As shown in Table 5, East Federal Way is more diverse with 41 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is similarly diverse to the County in total (40 percent BIPOC). Close to 27,000 residents are living in East Federal Way, just over 10 percent of the UKC population. Their median household income of \$86,000 is 83 percent of the King County median household income and 104 percent of the UKC median. Despite a median income

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

Appendix: East Federal Way Community Engagement Summary

lower than that of King County, 75 percent of East Federal Way residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: East Federal Way Demographics

General Information	King County	Unincorporated Areas	East Federal Way
Population	2,225,000	244,000	27,000
Average household size	2.4	2.7	3
Median age	37	36	40
Percent male	50%	50%	51%
Percent female	50%	50%	49%
Percent youth (under 18 years old)	21%	23%	23%
Percent elder (over 65 years old)	14%	16%	15%

Race and Ethnicity	King County	Unincorporated Areas	East Federal Way
White	60%	68%	59%
Hispanic or Latinx	10%	9%	11%
Asian	18%	13%	11%
Native Hawaiian Pacific Islander	1%	1%	3%
African American	7%	5%	8%
Native American	0.6%	1%	1%
Two or more races		5%	4%
Limited English-speaking population		5%	8%

Income and Poverty	King County	Unincorporated Areas	East Federal Way
Median household income	\$103,000	\$82,000	\$86,000
Households below poverty line	17%	7%	7%

Housing	King County	Unincorporated Areas	East Federal Way
Owner-occupied households	56%	79%	75%
Renter-occupied households	44%	21%	25%
% Rent-burdened households	34%	47%	42%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: East Federal Way Community Engagement Summary

process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: East Federal Way Community Engagement Summary

- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action.	County Consults King County gathers information from the community to inform county-led interventions	County engages in dialogue King County engages community members to shape county priorities and plans	County and community work together Community and King County share in decision-making to co-create solutions together	Community directs action Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement <ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” ³⁵
Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁵ [KCC 2.16.055.C.5.b.](#)

Appendix: East Federal Way Community Engagement Summary

Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown in Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

- Phase 1: Scope. Identify who will be affected.
- Phase 2: Assess equity and community context.
- Phase 3: Analysis and decision process.
- Phase 4: Implementation. Staying connected with the community.
- Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

³⁹ [2015 Equity Impact Review Process Overview](#)

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic Development | -Law and Justice |
| -Food Systems | | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.

⁴⁰ [The Determinants of Equity](#)

Appendix: East Federal Way Community Engagement Summary

- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800."

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the East Federal Way town hall no additional language interpreters were requested.

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

⁴⁴ [King County Code 2.16.055.C.2.](#)

Appendix: East Federal Way Community Engagement Summary

departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

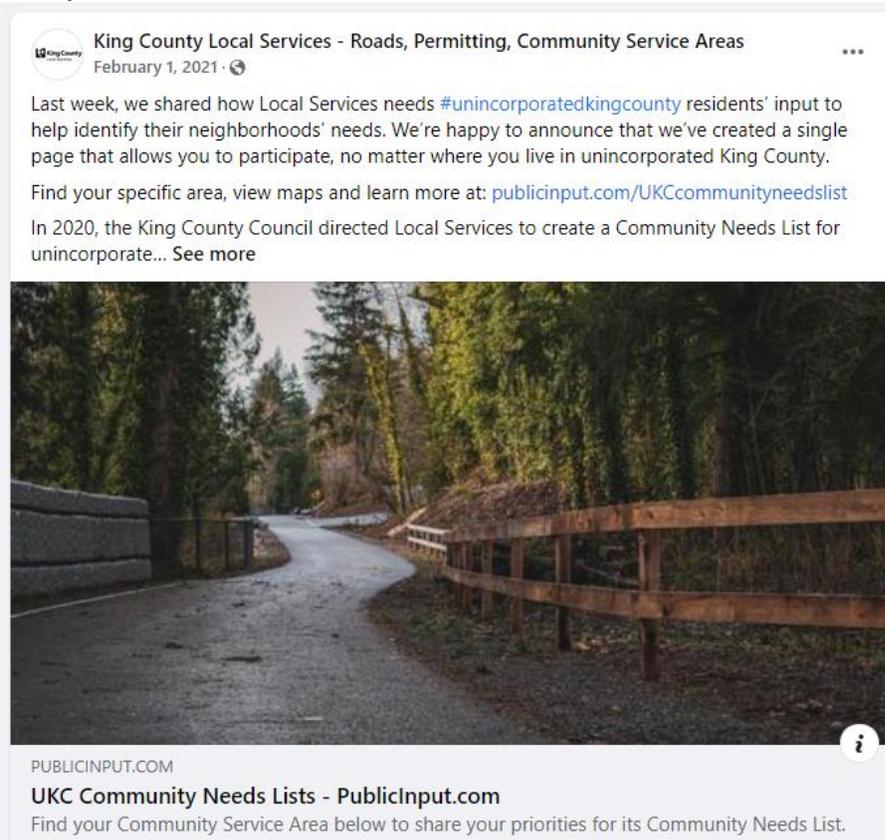
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



H. East Renton Community Needs List**Legend**

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: ERP.001

Category: Affordable Housing

Type: Standard Operations

Priority: Low

Request: Affordable housing.

Potential Partners: Nonprofit developers

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: TBD

BUDGET ID: ERP.002

Category: Intersection Improvements

Type: Potential CIP

Priority: High

Request: Make safety improvements at the intersection of SE 128th St and 175th.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: ERP.003

Category: Law Enforcement

Type: Standard Operations

Priority: High

Request: Enforce laws:

- Address racing cars, car break-ins, and burglaries.
- Increase police patrols including at parks, trails, and playground.

Lead Department: KCSO

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

- Increase presence of officers around SE 128th.
- Add more police protection.

Potential Partners: N/A

BUDGET ID: ERP.004

Category: Law Enforcement Staffing

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: Medium

Strengthens Community Vision: TBD

Request: Maintain Sheriff's hours and personnel.

Potential Partners: N/A

Budget ID: ERP.014

Category: Regional Park

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: N/A

Priority: Low

Strengthens Community Vision: TBD

Request: The Cedar River area between the Maple Valley Highway and Jones road could become a large county park (East of 180th). SE King county needs something like Marymoor.

Potential Partners: TBD

BUDGET ID: ERP.005

Category: Park Safety

Lead Department: DNRP

Type: Potential Program

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Better security for trails, playgrounds, and parks.

Potential Partners: TBD

BUDGET ID: ERP.006

Category: Parks Infrastructure

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: 2025+

Priority: Low

Strengthens Community Vision: TBD

Request: Improve Maplewood Park:

- Undeveloped portion should remain as is.
- Add parking at Maplewood Heights Park south of Liberty High School.
- Add restrooms at Maplewood Heights Park and Maplewood Park.
- Add parking to Coalfield Park.
- Add safety improvements to Coalfield Park.

Potential Partners: N/A

BUDGET ID: ERP.007

Category: Road Drainage

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: Reconfigure drainage conveyance at the intersection of SE 128th St and 164th Ave SE.

Potential Partners: N/A

BUDGET ID: ERP.008

Category: Road Lighting
Type: Potential CIP
Priority: Low
Request: Add street lights at:

- Area near 142nd Ave SE.
- 144th Ave SE from SE 136th St to SE 142nd St.

Potential Partners: Puget Sound Energy

Lead Department: DLS
Anticipated Implementation Timeline: N/A
Strengthens Community Vision: TBD

BUDGET ID: ERP.009
Category: Road Pavement
Type: Potential CIP
Priority: High
Request: Fix potholes:

- From school bus traffic near 13512 160th Ave SE.
- On 142nd Ave. SE.
Resurface:
 - 128th.

Potential Partners: N/A

Lead Department: DLS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

BUDGET ID: ERP.010
Category: Sheriff Storefront
Type: Potential Service
Priority: High
Request: Provide satellite KC Sheriff office.
Potential Partners: N/A

Lead Department: KCSO
Anticipated Implementation Timeline: N/A
Strengthens Community Vision: TBD

BUDGET ID: ERP.011
Category: Sidewalks/Pathways
Type: Potential CIP
Priority: High
Request: Add sidewalks:

- More sidewalks to get to bus routes.
- Sidewalk on 95th Way SE Renton near S curve.

Potential Partners: N/A

Lead Department: DLS
Anticipated Implementation Timeline: TBD
Strengthens Community Vision: TBD

BUDGET ID: ERP.012
Category: Traffic Enforcement
Type: Standard Operations
Priority: Low
Request: Enforce traffic:

- Have periodic patrols to deter speeding and failure to respect stop signs on SE 142nd.
- Patrol on 144th and SE 128th.

Potential Partners: N/A

Lead Department: KCSO
Anticipated Implementation Timeline: N/A
Strengthens Community Vision: TBD

BUDGET ID: ERP.013
Category: Transit Service
Lead Department: Metro Transit

Type: Potential Service

Anticipated Implementation Timeline: Current biennium

Priority: Low

Strengthens Community Vision: TBD

Request: Increase transit service:

- Mass transit with more endpoints, more service, and shorter travel times.
- Increase transit service including local P&R and connection to Issaquah.
- No weekend bus services, no transfer points.
- No services to get to light rail or airport.
- Increased transit service including connection to Issaquah.

Potential Partners: City of Renton

Appendix: East Renton Plateau Community Engagement Summary



EAST RENTON PLATEAU COMMUNITY NEEDS LIST
Community Engagement Appendix

Contents

Introduction	197
CNL Development Process.....	197
CNL Community Engagement.....	201
CNL Engagement Phase I – Collect requests from community	201
CNL Community Outreach and Engagement Activities.....	203
CNL Engagement Phase II – Prioritize community requests.....	205
Phase II CNL Community Outreach and Engagement Activities	205
Utilization of Office of Equity and Social Justice Tools for CNL Development	206
East Renton Plateau Demographics	207
Who will be impacted by the CNLs?.....	208
The Community Engagement Guide	209
Equity Impact Review Process	211
CNL Development EIR Summary	212
CNL Implementation EIR Summary	213
CNL Language Access Resources	213
Summary & Lessons Learned	213
Appendix A: Example of CNL communications material	215

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: East Renton Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: East Renton Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: East Renton Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in [CNL Community Engagement Phase II – Prioritize community requests](#).

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under [CNL Development Process](#), is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: East Renton Community Engagement Summary

DLS's Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner's associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a "translate" button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: East Renton Community Engagement Summary

learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from the East Renton Plateau area. Some individuals represented multiple organizations.

- Community Alliance to Reach Out and Engage
- Maple Hills Homeowners Association

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask

Appendix: East Renton Community Engagement Summary

The CSA Liaison for East Renton Plateau also attended the following community meetings online to engage with community members, share information about the CNLs and submittal options, and encourage community members to have their voices heard.

- 2/9/2021 Four Creeks UAC monthly meeting (12 attendees)
- 3/9/2021 Four Creeks UAC monthly meeting (12 attendees)

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: East Renton Community Engagement Summary

No requests were received via telephone, email, or mail. DLS received 44 requests through the PublicInput survey site for East Renton Plateau between February – December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in East Renton Plateau: Annexation, Law Enforcement, Roads and Transportation Planning, and Parks. Each category contained between one and four individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The East Renton Plateau town hall was held on March 14, 2022. The area's Councilmember, Councilmember Reagan Dunn, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 23 community members.

Twenty-eight PublicInput survey participants and 10 town hall participants prioritized the requests in the East Renton Plateau area. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

¹⁶ [UKC Community Needs List Hub](#)

Appendix: East Renton Community Engagement Summary

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800.”

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: East Renton Community Engagement Summary

community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

East Renton Plateau Demographics

As shown in Table 5, the East Renton Plateau area is less diverse, with 30 percent Black, Indigenous, and People of Color (BIPOC), than unincorporated King County (UKC), which is 32 percent BIPOC. It is less diverse than the County in total (40 percent BIPOC). Close to 6,000 residents are living in the East Renton Plateau, just over 2 percent of the UKC population. Their median household income of \$114,000 is 110 percent of the King County median household income and 139 percent of the UKC median. Eighty-

¹⁸ [KCC 2.16.055.A.3.](#)

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

Appendix: East Renton Community Engagement Summary

eight percent of East Renton Plateau residents own their home, compared to 56 percent of King County residents.²⁸

Table 5: East Renton Plateau Demographics

General Information	King County	Unincorporated Areas	East Renton Plateau
Population	2,225,000	244,000	6,000
Average household size	2.4	2.7	3
Median age	37	36	40
Percent male	50%	50%	49%
Percent female	50%	50%	51%
Percent youth (under 18 years old)	21%	23%	24%
Percent elder (over 65 years old)	14%	16%	14%

Race and Ethnicity	King County	Unincorporated Areas	East Renton Plateau
White	60%	68%	70%
Hispanic or Latinx	10%	9%	8%
Asian	18%	13%	14%
Native Hawaiian Pacific Islander	1%	1%	0%
African American	7%	5%	0%
Native American	0.6%	1%	1%
Two or more races		5%	7%
Limited English-speaking population		5%	4%

Income and Poverty	King County	Unincorporated Areas	East Renton Plateau
Median household income	\$103,000	\$82,000	\$114,000
Households below poverty line	17%	7%	6%

Housing	King County	Unincorporated Areas	East Renton Plateau
Owner-occupied households	56%	79%	88%
Renter-occupied households	44%	21%	12%
% Rent-burdened households	34%	47%	42%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: East Renton Community Engagement Summary

process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: East Renton Community Engagement Summary

- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action.	County Consults King County gathers information from the community to inform county-led interventions	County engages in dialogue King County engages community members to shape county priorities and plans	County and community work together Community and King County share in decision-making to co-create solutions together	Community directs action Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement <ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive's biennial budget transmittal.” ³⁵
Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁵ [KCC 2.16.055.C.5.b.](#)

Appendix: East Renton Community Engagement Summary

Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown on Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

- Phase 1: Scope. Identify who will be affected.
- Phase 2: Assess equity and community context.
- Phase 3: Analysis and decision process.
- Phase 4: Implementation. Staying connected with the community.
- Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

³⁹ [2015 Equity Impact Review Process Overview](#)

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic Development | -Law and Justice |
| -Food Systems | | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.

⁴⁰ [The Determinants of Equity](#)

Appendix: East Renton Community Engagement Summary

- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800."

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the East Renton Plateau town hall no additional language interpreters were requested.

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

⁴⁴ [King County Code 2.16.055.C.2.](#)

Appendix: East Renton Community Engagement Summary

departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

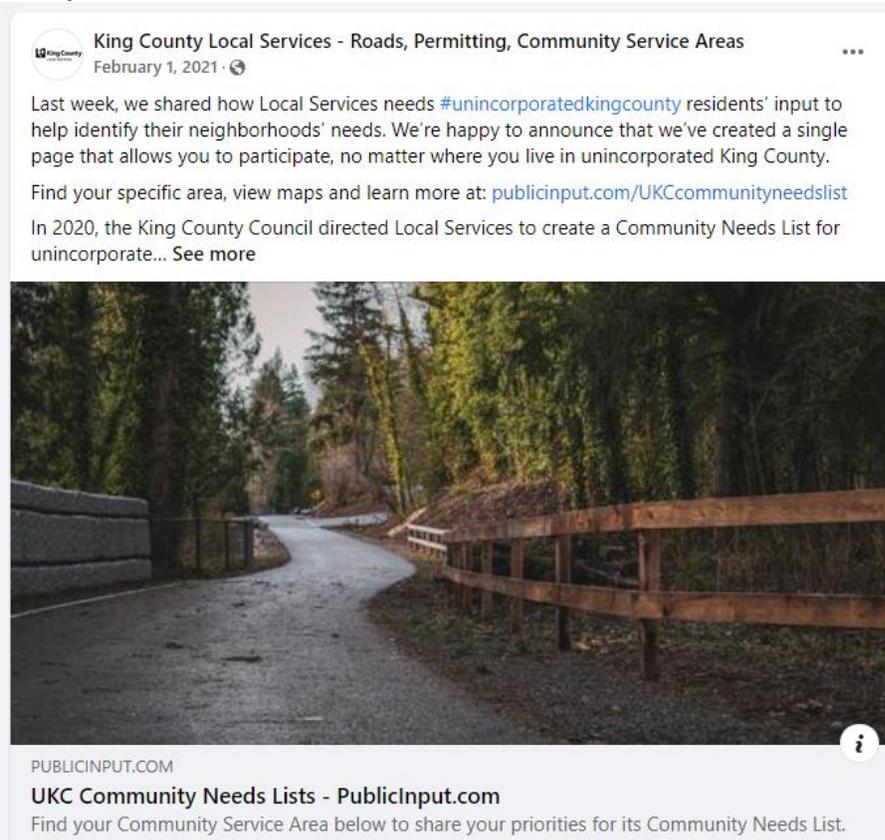
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



I. Fairwood Community Needs List

Legend

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: FWP.001

Category: Graffiti

Type: Potential Service

Priority: High

Request: Address graffiti:

- Eliminate graffiti.
- Repaint the retention wall on Parkside Way SE near Petrovitsky Park near 17576 Parkside Way SE.

Potential Partners: CBOs, Uplift Northwest

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: FWP.002

Category: Intersection Improvements

Type: Potential CIP

Priority: High

Request: Evaluate traffic lights:

- Look at the timing of the traffic lights for congestion reduction.
- Traffic light near 18028 161st Ct SE.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: FWP.003

Category: Law Enforcement

Lead Department: KCSO

Type: Standard Operations**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** TBD**Request:** Enforce laws:

- Too many thefts, car break-ins and speeders.
- Car break-ins at Petro Park.
- Car break-ins near LA Fitness parking lot.
- Broken down/stored vehicles that should be moved.
- Crime prevention initiatives.
- Make emergency preparedness a priority, e.g., security and safety in case of rioters.
- Property crime prevention.
- More police work and better prosecution.
- Trespassing.

Potential Partners: N/A**BUDGET ID:** FWP.004**Category:** Law Enforcement Staffing**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** TBD**Request:** Enforce laws:

- Increase number of Sheriff Deputies and patrols on duty to provide adequate coverage and response times.
- Increase patrols through the neighborhoods and community parks, including night patrols.
- Add Sheriff patrols and resources to support the community's issues with homelessness and drug use and sales.
- Increase community policing and traffic control.
- Increase full-time police officers on duty to address the increase in crime.

Potential Partners: N/A**BUDGET ID:** FWP.005**Category:** Recreation, Open Space/Park Acquisition or Activation

Trail construction

Lead Department: DNRP**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** TBD**Request:** Provide more parks and park amenities:

- Convert west side of 148th Ave to playground.
- Change golf course into a park for all to enjoy.
- Maintain and increase trails and parks.
- Provide opportunity for Fairwood, Cascade Vista, and Tiffany Park residents to use the Soos Creek Trail without having to drive to the trailhead at 192nd St SE.
- Consider an arrangement with PSE, the County, and community councils to create parks on land under power lines.
- Seek opportunities for recreation including the connection to Soos Creek.
- Provide more open area parks with playgrounds and picnic spots--even a small stage for plays and music.
- Provide more public tennis courts.
- Additional open space for passive recreation.

- Provide a pickle ball court.

Potential Partners: CBOs

BUDGET ID: FWP.006

Category: Road Lighting

Type: Potential CIP

Priority: Low

Request: Install a street light at the intersection of 156th Ave SE and SE Petrovitsky Rd near the Northwood Middle School.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: FWP.007

Category: Road Lighting

Type: Potential CIP

Priority: N/A

Request: More lights along Petrovitsky once it goes to two lanes.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

BUDGET ID: FWP.008

Category: Road Pavement

Type: Potential CIP

Priority: High

Request: Improve road surface:

- In Candlewood Ridge section of Fairwood (such as SE 179th St).
- On Parkside Dr in the Woodside. Neighborhood near Petro Park (potholes).
- In Fairwood Greens.
- By McDonald's entry to Fairwood shopping center.
- On 140th.
- On Petrovitsky.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: FWP.009

Category: Road Vegetation

Type: Standard Operations

Priority: High

Request: Cut back growth along sidewalks, including:

- Weeds on median strip on Petrovitsky between 151st and 176th.
- Better maintenance of vegetation on the sides of the road along Petrovitsky and 140th SE.

Potential Partners: N/A

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: TBD

BUDGET ID: FWP.010

Category: Sheriff Storefront

Type: Standard Operations

Priority: High

Request: Keep funding for the local Sheriff's office at Fairwood.

Potential Partners: N/A

Lead Department: KCSO

Anticipated Implementation Timeline: N/A

Strengthens Community Vision: TBD

BUDGET ID: FWP.011

Category: Traffic Congestion

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Traffic congestion requests:

- Address traffic congestion and limited access to Fairwood.
- Petrovitsky Rd needs to be widened all the way to 196th Dr SE.

Potential Partners: N/A

BUDGET ID: FWP.012

Category: Traffic Enforcement

Lead Department: KCSO

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: High

Strengthens Community Vision: TBD

Request: Enforce speed limits:

- Increase police enforcement of speeders.
- Reduce speeding and congestion on Petrovitsky Rd.
- Install a camera for speeding tickets near 16598 SE Petrovitsky Rd.
- Enforce any restrictions on noise from loud mufflers.
- Prevent racing on 140th St.

Potential Partners: N/A

BUDGET ID: FWP.013

Category: Trails

Lead Department: DNRP

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: Medium

Strengthens Community Vision: TBD

Request: Enhance the usability of Lake Desire to the walking public with a sidewalk, boardwalk, and pedestrian access area.

Potential Partners: Community groups in Lake Desire area

BUDGET ID: FWP.014

Category: Transit Service

Lead Department: Metro Transit

Type: Potential Service

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: TBD

Request: More public transportation options:

- Need public transportation to link with light rail to Tukwila or the airport.
- Better public transportation access and options.
- Add mass transportation options to easily access Seattle, Renton, and Bellevue.

Potential Partners: N/A

Appendix: Fairwood Community Engagement Summary



FAIRWOOD COMMUNITY NEEDS LIST
Community Engagement Appendix

Contents

Introduction	222
CNL Development Process.....	222
CNL Community Engagement.....	226
CNL Engagement Phase I – Collect requests from community	226
CNL Community Outreach and Engagement Activities.....	228
CNL Engagement Phase II – Prioritize community requests.....	229
Phase II CNL Community Outreach and Engagement Activities	230
Utilization of Office of Equity and Social Justice Tools for CNL Development	231
Fairwood Demographics	232
Who will be impacted by the CNLs?.....	233
The Community Engagement Guide.....	234
Equity Impact Review Process	236
CNL Development EIR Summary	237
CNL Implementation EIR Summary	238
CNL Language Access Resources	238
Summary & Lessons Learned.....	238
Appendix A: Example of CNL communications material	240

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Fairwood Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Fairwood Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests, which with further analysis as described above under [CNL Development Process](#), is refined into the CNL. The engagement phase for these CNLs took place from November 2019 – December 2021.

DLS’s Community Service Area (CSA) Liaisons developed CNL community engagement plans for each area. CSA Liaisons work with the different rural community service areas and urban potential annexation

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: Fairwood Community Engagement Summary

areas.¹¹ They often connect community members with King County resources to address emergent needs. The CSA Liaisons attend local community-based organization meetings such as area councils, community development associations, homeowner’s associations, etc. They also participate in community events such as fairs and parades. Their role is to act as a familiar and accountable link for information and requests between community members and King County services.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate all community engagement activities.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹² Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a “Translate” button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹³ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁴

Each PublicInput website includes a “translate” button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey

¹¹ DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director’s Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹² [Public Health news and blog](#), 3/10/2020

¹³ <https://PublicInput.com>

¹⁴ <https://PublicInput.com/kingcounty>

Appendix: Fairwood Community Engagement Summary

websites that DLS launched were available from January to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from Fairwood. Some individuals represented multiple organizations.

- Fairwood Greens Homeowners Association
- Woodside Homeowners Association

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and efforts were redirected to COVID-19 response efforts in UKC.¹⁵ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

¹⁵ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Fairwood Community Engagement Summary

During this phase, all written CNL outreach materials were geared towards encouraging community members to submit requests for their areas using the online CNL survey website specific to their area, telephone, email, or mail. An example of these communications is included in Appendix A. See Table 3 for specific information.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/5/2021	E-mail sent to main contact for Fairwood Greens HOA. Provide information, purpose, deadline and link to public input.com.	Email	100 households
1/29/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submission options.	Facebook post*	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.	Facebook post*	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.	Facebook post* and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	Reminder about CNL survey sites and reminder.	Instagram and Facebook ad	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers
2/19/2021	DLS asks residents and businesses of unincorporated King County: What are your priorities for your community?	News release	General news audience

*Facebook posts can be viewed by going to <https://facebook.com/kingcountylocalservices>

No requests were received via telephone, email, or mail. DLS received 125 requests through the PublicInput survey site for Fairwood between February – December 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their

Appendix: Fairwood Community Engagement Summary

staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between February – June 2022.

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.¹⁶ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in Fairwood: Asphalt Plant, Law Enforcement, Roads and Transportation Planning, Economic Development, Parks and Recreation, Development and Permitting. Each category contained between two and six individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For each town hall, Spanish language interpretation was available. Spanish was selected because it is the most frequently spoken language other than English in each UKC area. Additional language interpreters were available upon request.

The Fairwood town hall was held on March 30, 2022. The area’s Councilmember, Councilmember Reagan Dunn, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area’s PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 56 community members.

Three PublicInput survey participants and 32 town hall participants prioritized the requests in Fairwood. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys and the town hall to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created “Town Halls” pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public

¹⁶ [UKC Community Needs List Hub](#)

Appendix: Fairwood Community Engagement Summary

Date	Outreach	Outreach Format	Audience
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ¹⁷
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800."

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve community partnerships and the delivery, responsiveness, and quality of local services.¹⁸ It is also responsible for developing and implementing programs and services to promote successful public

¹⁷ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

¹⁸ [KCC 2.16.055.A.3.](#)

Appendix: Fairwood Community Engagement Summary

engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”¹⁹

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{20,21} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{22,23,24}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.²⁵

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.²⁶

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.²⁷

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

Fairwood Demographics

As shown in Table 5, Fairwood is more diverse with 41 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is similarly diverse to the County in total (40 percent BIPOC). Close to 24,000 residents are living in Fairwood, just under 10 percent of the UKC population. Their median household income of \$98,000 is 95 percent of the King County median household income and 120 percent of the UKC median. Despite a median income lower than that of King County, 73 percent of Fairwood residents own their home, compared to 56 percent of King County residents.²⁸

¹⁹ [KCC 2.16.055.D.1.](#)

²⁰ [Community Engagement & Co-Creation](#)

²¹ [Racism as a Public Health Crisis in King County](#)

²² [Community Engagement Guide, Continuum of Community Engagement](#)

²³ [2015 Equity Impact Review Process Overview](#)

²⁴ [Language and Communication Guidance and Resources for County Employees](#)

²⁵ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁶ [2015 Equity Impact Review Process Overview](#)

²⁷ [Language and Communication Guidance and Resources for County Employees](#)

²⁸ U.S. Census Bureau. (2022). 2015-2020 American Community Survey 5-year Estimates.

Appendix: Fairwood Community Engagement Summary

Table 5: Fairwood Demographics

General Information	King County	Unincorporated Areas	Fairwood
Population	2,225,000	244,000	24,000
Average household size	2.4	2.7	3
Median age	37	36	38
Percent male	50%	50%	50%
Percent female	50%	50%	50%
Percent youth (under 18 years old)	21%	23%	24%
Percent elder (over 65 years old)	14%	16%	15%

Race and Ethnicity	King County	Unincorporated Areas	Fairwood
White	60%	68%	59%
Hispanic or Latinx	10%	9%	11%
Asian	18%	13%	11%
Native Hawaiian Pacific Islander	1%	1%	3%
African American	7%	5%	8%
Native American	0.6%	1%	1%
Two or more races		5%	4%
Limited English-speaking population		5%	8%

Income and Poverty	King County	Unincorporated Areas	Fairwood
Median household income	\$103,000	\$82,000	\$98,000
Households below poverty line	17%	7%	11%

Housing	King County	Unincorporated areas	Fairwood
Owner-occupied households	56%	79%	73%
Renter-occupied households	44%	21%	27%
% Rent-burdened households	34%	47%	49%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.²⁹ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁰

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³¹

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and concluded that the approach to CNLs would be more likely to succeed if engagement efforts were adjusted to land somewhere between “County consults” and “County engages in dialogue” on the Continuum of Community Engagement.³² Per the guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.
- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited.

²⁹ [KCC 2.16.055.C.2.](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Fairwood Community Engagement Summary

- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts.³³

DLS also reviewed the characteristics of engagement for each engagement level as listed on the Community Engagement Continuum, as shown on Figure 2, and compared them to the CNL development process characteristics as shown on Table 4. This was done to verify that “County consults” and “County engages in dialogue” would be sufficient levels of engagement to develop CNLs.³⁴

Figure 2: Characteristics of Engagement for Each Level on the Community Engagement Continuum.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Table 6: Characteristics of Engagement of the CNL development process:

Characteristics of engagement	CNL development process
Two-way channel of communication	Communication flows to and from community in order to prioritize requests.
Multiple interactions	Community members interact with the development process multiple times, from submitting ideas to prioritizing them.
Short- to medium-term	At a minimum, an updated CNL needs to be submitted to Council every two years, “concurrent with the executive’s biennial budget transmittal.” ³⁵
Shapes and informs County programs	CNL is one of many inputs used by departments to inform their budgets.

³³ [King County Mask/Face Covering Distribution Program - King County](#)

³⁴ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁵ [KCC 2.16.055.C.5.b.](#)

Appendix: Fairwood Community Engagement Summary

Based on this analysis, DLS concluded that “County consults” and “County engages in dialogue” levels of engagement would allow the CNLs to be successfully developed.

DLS used four of the nine corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown in Figure 3.³⁶ These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 3: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{37,38} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

- Phase 1: Scope. Identify who will be affected.
- Phase 2: Assess equity and community context.
- Phase 3: Analysis and decision process.
- Phase 4: Implementation. Staying connected with the community.
- Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.³⁹

³⁶ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁷ [2015 Equity Impact Review Process Overview](#)

³⁸ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

³⁹ [2015 Equity Impact Review Process Overview](#)

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁰ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic Development | -Law and Justice |
| -Food Systems | | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors, such as: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.

⁴⁰ [The Determinants of Equity](#)

Appendix: Fairwood Community Engagement Summary

- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴¹ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴²

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴³ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The mailer sent to every UKC household in Phase I included text in the top ten languages stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800."

Interpretation services were offered at the town hall meetings upon request. At each meeting, Spanish interpretation was available, as Spanish is the most frequently spoken language in UKC after English. In the Fairwood town hall no additional language interpreters were requested.

Summary & Lessons Learned

The CNLs are a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁴ DLS will continue to work with community, the King County Council, King County

⁴¹ [Language and Communication Guidance and Resources for County Employees](#)

⁴² [2021 Written Translation Manual](#)

⁴³ [Top 10 Languages Dashboard](#)

⁴⁴ [King County Code 2.16.055.C.2.](#)

Attachment A
Appendix: Fairwood Community Engagement Summary

departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁴⁵ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities or neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

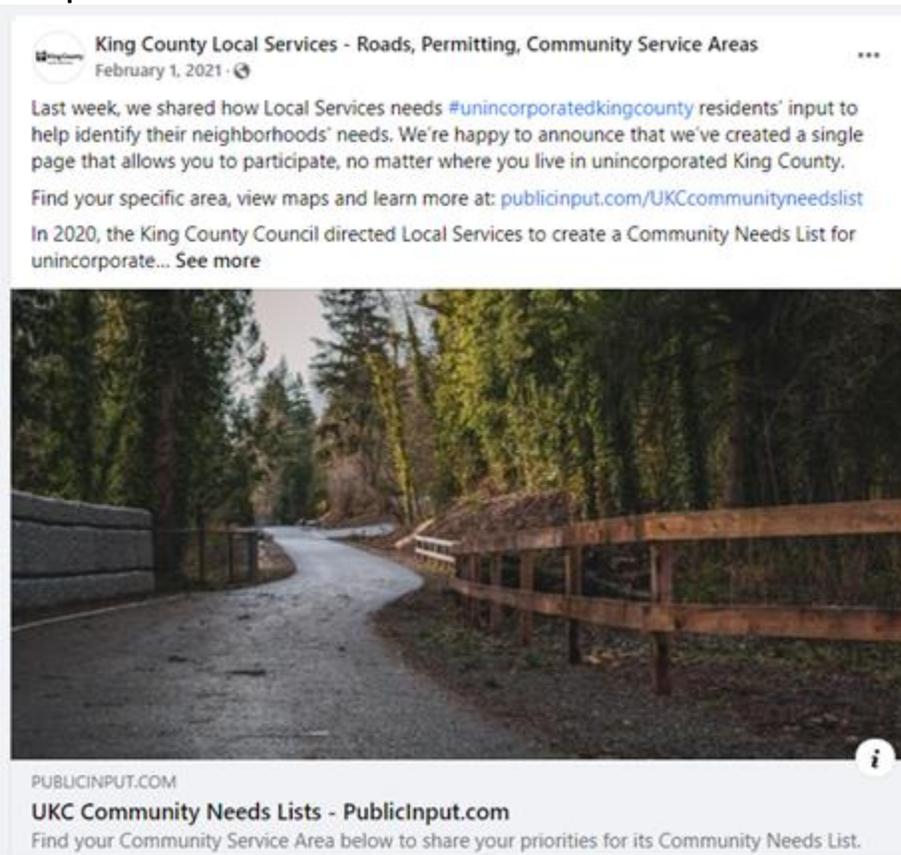
⁴⁵ [KCC 2.16.055.C.2.](#)

Appendix A: Example of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



J. North Highline/White Center Community Needs List**Legend**

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at

AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: NHP.001

Category: Affordable Housing

Type: Standard Operations

Priority: High

Request: More lower-market value homes so renters can transition to home ownership.

Potential Partners: Residential developers and funding/loan providers

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: Yes

BUDGET ID: NHP.002

Category: Affordable Housing

Type: Potential Program

Priority: Low

Request: Offer affordable housing programs with:

- Home development loans.
- Support for lower income homeowners so they can redevelop their own properties if zoned.

Potential Partners: CBOs

Lead Department: DCHS

Anticipated Implementation Timeline: 2025+

Strengthens Community Vision: Yes

BUDGET ID: NHP.003

Category: Affordable Housing

Type: Potential Program

Priority: Low

Request: Provide support for low-income homeowners so they can afford to build accessory dwelling units (ADUs), helping them house community members and gain monthly income.

Lead Department: DCHS

Anticipated Implementation Timeline: 2025+

Strengthens Community Vision: Yes

Potential Partners: CBOs**BUDGET ID:** NHP.004**Category:** Affordable Housing**Type:** Standard Operations**Priority:** Medium**Request:** More affordable housing, tiny houses, and shelters for the homeless.**Potential Partners:** KCHA, State Department of Commerce, Washington State Department of Commerce, CBOs, affordable housing developers/providers, King County Regional Homelessness Authority**Lead Department:** DCHS**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.005**Category:** Affordable Housing**Type:** Standard Operations**Priority:** Medium**Request:** Provide affordable housing:

- More affordable housing.
- More low-income housing.

Potential Partners: KCHA, Washington State Department of Commerce, CBOs, affordable housing developers/providers**Lead Department:** DCHS**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.006**Category:** Bike Lanes**Type:** Potential CIP**Priority:** High**Request:** Provide bike lanes in the following areas:

- 108th or 102nd, with lanes separated from cars.
- A north-south route to connect to West Seattle and Burien.
- At least one north-south street that meets up and crosses Roxbury.
- On 26th Ave, a main thoroughfare.
- On 4th Ave SW.
- On 112th and Glendale Way S, 14th Ave S, 102nd, 108th.
- On 4th Ave then linking to central White Center business district.
- On SW Roxbury St.
- On arterials like 8th and 14th.
- On 16th; logical paths for commuting.
- Along 106th/108th St, 26th Ave, Roxbury St, 15th Ave SW, 8th Ave SW, and 1st Ave SW.
- Between South Park/Georgetown and White Center (from South Park up Olson PI SW (this is Seattle).
- Along Des Moines Memorial and along 112th/Glendale Way.
- Along 8th and 14th Ave in Glendale area.
- Along Boulevard Park businesses/library.

Potential Partners: TBD**Lead Department:** DLS**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Possibly**BUDGET ID:** NHP.007**Category:** Community Policing**Lead Department:** KCSO

Type: Potential Program **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: More neighborhood watch and block watch programs.
Potential Partners: Other local police agencies, CBOs

BUDGET ID: NHP.008

Category: Co-Responder Model **Lead Department:** KCSO
Type: Potential Program **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Have the Department of Community and Human Services, the Sheriff's Office, and mental health professionals work closely together to respond to people in crisis where compassion and assistance is required, in lieu of force.
Potential Partners: Fire Districts, KCPAO

BUDGET ID: NHP.009

Category: Early Childhood Education **Lead Department:** DCHS
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Improve availability and affordability of childcare and early childhood education.
Potential Partners: Childcare providers and small businesses, State, SEIU, DCYF, Cities, Child Care Resources, Child Care Aware of WA, school-age programs

BUDGET ID: NHP.010

Category: Early Childhood Education **Lead Department:** DCHS
Type: Potential Service **Anticipated Implementation Timeline:** TBD
Priority: High **Strengthens Community Vision:** Yes
Request: Support affordable, accessible, and culturally sensitive child care and preschool, and provide support for people who want to become child-care providers.
Potential Partners: Universities and colleges, consultants, nonprofits

BUDGET ID: NHP.011

Category: Early Childhood Education **Lead Department:** DCHS
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: Low **Strengthens Community Vision:** Yes
Request: Educate early-childhood caretakers.
Potential Partners: Universities and colleges, consultants, nonprofits

BUDGET ID: NHP.012

Category: Early Childhood Education **Lead Department:** DCHS
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: Medium **Strengthens Community Vision:** Yes
Request: Upgrade to the existing early childhood education facilities.
Potential Partners: School Districts, early learning operators and enterprise community partners, early learning providers, State, Cities

BUDGET ID: NHP.013

Category: Economic Development **Lead Department:** DLS
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Implement a community-based business attraction that creates a family-friendly business district and highlights the many cultures represented in White Center (for example, a cultural district).
Potential Partners: CBOs

BUDGET ID: NHP.014
Category: Economic Development **Lead Department:** DLS
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Provide training for BIPOC business owners to understand aspects of owning and growing a small business and provide a variety of funding opportunities (grant and low-interest loan programs) to North Highline businesses.
Potential Partners: CBOs, CDC, SBA

BUDGET ID: NHP.015
Category: Economic Development **Lead Department:** DLS
Type: Potential Service **Anticipated Implementation Timeline:** 2023-2024 Biennium
Priority: Medium **Strengthens Community Vision:** Yes
Request: Conduct economic development assessment for North Highline.
Potential Partners: CBOs, CDA

BUDGET ID: NHP.016
Category: Economic Development **Lead Department:** DLS
Type: Potential Service **Anticipated Implementation Timeline:** TBD
Priority: Medium **Strengthens Community Vision:** Yes
Request: Generate new ways to attract customers, visitors, and tourists to White Center.
Potential Partners: CBOs, CDC, BIA

BUDGET ID: NHP.017
Category: Healthcare access **Lead Department:** PHSKC
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: Medium **Strengthens Community Vision:** Yes
Request: Provide pop-up clinics and events like blood-pressure screening.
Potential Partners: Mobile health care providers, community and women's health care events

BUDGET ID: NHP.018
Category: Healthy Food Access **Lead Department:** PHSKC
Type: Standard Operations **Anticipated Implementation Timeline:** TBD
Priority: High **Strengthens Community Vision:** Yes
Request: Healthy food access:

- Support access to healthy and affordable food choices and restaurants.
- Create venues and greater access to healthy food options for Top Hat residents.

Potential Partners: CBOs, small grocers

BUDGET ID: NHP.019**Category:** Law Enforcement**Type:** Standard Operations**Priority:** High**Request:** Prioritize working on gangs, drug issues, and long-standing nuisance houses and repeat offenders.**Potential Partners:** N/A**Lead Department:** KCSO**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.020**Category:** Law Enforcement Staffing**Type:** Potential Service**Priority:** High**Request:** Increase number of community service officers.**Potential Partners:** N/A**Lead Department:** KCSO**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.021**Category:** Law Enforcement Staffing**Type:** Standard Operations**Priority:** High**Request:** Recruit officers from the community and increase education of officers in community policing and relationship building.**Potential Partners:** Local schools, CBOs**Lead Department:** KCSO**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.022**Category:** Law Enforcement Staffing**Type:** Standard Operations**Priority:** N/A**Request:** Increase law enforcement staffing:

- More police to ensure faster response and more security.
- Increased police patrols at night.
- Adequate funding for Sheriff's Office to have officers in the area.

Potential Partners: N/A**Lead Department:** Patrol Operations**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** TBD**BUDGET ID:** NHP.023**Category:** Law Enforcement Staffing**Type:** Standard Operations**Priority:** N/A**Request:** Increase night patrols in the White Center business district to improve safety.**Potential Partners:** N/A**Lead Department:** Patrol Operations**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.024**Category:** Off leash dog park**Type:** Potential CIP**Priority:** Medium**Request:** Identify areas to develop dog parks.**Potential Partners:** SODA**Lead Department:** DNRP**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Yes

BUDGET ID: NHP.025**Category:** Park Safety**Type:** Potential Program**Priority:** High**Request:** Provide a variety of safety measures and solutions to all of our parks.**Potential Partners:** TBD**Lead Department:** DNRP**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.026**Category:** Parks**Type:** Potential CIP**Priority:** High**Request:** Add a downtown open space/park/plaza (for events and outdoor dining).**Potential Partners:** Private developers, Chamber of Commerce**Lead Department:** DNRP**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.027**Category:** Parks and Recreation Programming**Type:** Potential Program**Priority:** Medium**Request:** Increase youth, family, and community recreation program activities.**Potential Partners:** Youth and Amateur Sports Grants (i.e. Play Equity Coalition), Targeted Equity Grant Program**Lead Department:** DNRP**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.028**Category:** Parks Operations and Maintenance**Type:** Standard Operations**Priority:** High**Request:** Fund greater trash and large debris clean-up of our parks (attention to drug related items/needles).**Potential Partners:** N/A**Lead Department:** DNRP**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.029**Category:** Reimagining Public Safety**Type:** Potential Program**Priority:** High**Request:** Place less emphasis on policing and provide more programs that get to root causes and solutions that focus on community-based alternatives and interventions.**Potential Partners:** N/A**Lead Department:** EXEC**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Possibly**BUDGET ID:** NHP.030**Category:** Reimagining Public Safety**Type:** Potential Program**Priority:** High**Request:** Place less emphasis on policing and provide more funding for community programs and resources.**Potential Partners:** LEAD**Lead Department:** EXEC**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes

BUDGET ID: NHP.032**Category:** Reimagining Public Safety**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** TBD**Priority:** Low**Strengthens Community Vision:** Possibly**Request:** Arrest people who are threatening you. If a suspect is unwilling to cooperate call backup so he can be taken down with less anger and more help. Five on one doesn't have to result in violence.**Potential Partners:** CBOs, State (CJTC)**BUDGET ID:** NHP.031**Category:** Reimagining Public Safety**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** TBD**Priority:** Low**Strengthens Community Vision:** Possibly**Request:** Enforce traffic via cameras to reduce the number of interactions with police.**Potential Partners:** Traffic camera contractors**BUDGET ID:** NHP.033**Category:** Road Drainage**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** Low**Strengthens Community Vision:** Yes**Request:** Improve drainage:

- Add drainage where there is none on 1st Ave (between SW 104th St and S 102nd St).
- Fix storm drains.

Potential Partners: TBD**BUDGET ID:** NHP.047**Category:** Road Maintenance**Lead Department:** DLS**Type:** Standard Operations**Anticipated Implementation Timeline:** N/A**Priority:** Medium**Strengthens Community Vision:** Yes**Request:** Increase the frequency of street cleaning.**Potential Partners:** TBD**BUDGET ID:** NHP.034**Category:** Road Pavement**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** Medium**Strengthens Community Vision:** Yes**Request:** Improve road surfaces:

- All main roads need repaving, not patching.
- SW 100th by North Shorewood is rapidly deteriorating in heavy rains.
- Pave SW 100th St.
- Fix potholes on Meyers.

Potential Partners: State; TBD**BUDGET ID:** NHP.035**Category:** Road Vegetation**Lead Department:** DLS**Type:** Potential Program**Anticipated Implementation Timeline:** N/A

Priority: Medium**Strengthens Community Vision:** Yes**Request:** Install more street trees:

- More trees on 16th, 102nd and 108th, and 4th Ave SW.
- Plant trees connecting Greenbridge to downtown White Center to encourage foot traffic to shop.

Potential Partners: N/A**BUDGET ID:** NHP.036**Category:** Sidewalks/Pathways**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** Yes**Request:** Add sidewalks along arterials in neighborhoods.

- Make the sidewalks smoother for those in wheelchairs.
- More sidewalks to get to and from park entrances and roads offset one block from main arterials.
- Install/clear paths in undeveloped right of ways to increase walkability in the community.
- Sidewalks, or even striped markings to delineate walking space, would be very helpful in this area.
- Sidewalks--all arterial streets first.
- The residential streets in our neighborhood.
- Many long blocks in White Center could be better connected by adding sidewalks and using undeveloped public right of ways.
- More sidewalks around the White Center neighborhood streets would be great. They are sporadic and taking walks with a stroller feels a bit dangerous.
- Sidewalks on 14th Ave S, 102nd, 108th.
- Sidewalk on 11th Ave SW between SW 108th St and SW 114th St.
- Sidewalks from 4th Ave SW to 20th Ave SW in White Center and Top Hat down to 116th St.
- On 28th Ave SW, sidewalk to separate pedestrians from traffic. Cars often park in the pedestrian lane.
- Sidewalks on 1st Ave S where the west side sidewalk ends. North/south avenues between 1st Ave SW and 4th Ave SW.
- More sidewalks in the neighborhood between Roxbury to 107th St and 13th and 26th.
- Sidewalks along 8th between 108th and 102nd and along SW 102nd.
- Sidewalks should be installed on 1st Ave S.
- Connect the west end of White Center better to the commercial core with more sidewalks.
- Sidewalks and other safety improvements on 8th SW between the access to the Evergreen Campus (via the park) and the White Center Elementary/Greenbridge campus. Folks walk constantly on the side of the road. County has failed at securing funding for this location thrice. Pedestrian accident data shows the need.
- Sidewalks or striping on 98th Ave SW. Some drivers don't slow down or give a comfortable berth while passing.
- Streets all over the neighborhood do not have sidewalks. This makes it dangerous to navigate with a stroller or a dog. Specifically on our east to west streets with hills. Specifically 98th and 106th.
- Sidewalk on 8th Ave S between S 96th St up the hill past Park South Apts to four-way at S 112st St.

Attachment A
North Highline Community Needs List

- Sidewalks on Occidental between 112th and 114th.
- Continuous sidewalks on 102nd from 1st Ave SW to 16 Ave SW, with priority from 8th Ave SW to 16th Ave SW.
- Sidewalks on residential streets like 12th, 8th Aves and S 100th-103rd.
- Sidewalks on 14th Ave S--north of Glendale.
- Need sidewalks along 8th and 14th Ave in these areas.
- Would like to see sidewalks in the one block undeveloped sidewalks along street at NB on 8th Ave S @ S 100th St. Site under construction on right.
- Glendale and Beverly Park area needs sidewalks very dearly.
- Sidewalks--ability to walk to Boulevard Park businesses/library.
- 824 South 100 St.
- 8th to 16th on 102nd.
- Sidewalks going down the big hill on 98th (the street that runs by Holy Family).
- From like 18th to the bottom of the street where it ends like on 26th. Maintenance on sidewalks that go along Roxbury from like 100 to the bottom of the hill 26th, blackberries bushes on sidewalks & broken glass & garbage makes it unsafe to walk.
- Sidewalks on 1st Ave, 102nd too.
- Sidewalks on 24th Ave SW and 28th Ave SW.
- SW 102nd between 1st and 4th.
- Top Hat area 1st, 2nd Ave S, and adjoining streets.
- Sidewalk connecting Greenbridge to downtown White Center.
- Sidewalks on 98th and 107th as well as 21st Ave.
- Sidewalks on 102nd St between 8th Ave and 16th Ave.
- Sidewalks on 1st Ave S between S108th St and S102nd St.
- Sidewalks are needed on 1st Ave S between S108th St and S102nd St.
- More lighting and sidewalks on side roads off 16th, especially on 112th, which has frequent pedestrians and no sidewalk.
- 112th St from 26th St to 10th St. 112th St consistently has pedestrians on it. The section between 16th and 24th Pl is especially bad because of the hill.
- South Elmgrove St/12th Ave S-SW 100th St.
- Sidewalks along 1st Ave S and overall Top Hat area.

Potential Partners: N/A

BUDGET ID: NHP.037

Category: Social Justice/Racial Equity **Lead Department:** KCSO

Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing

Priority: High **Strengthens Community Vision:** Yes

Request: Communicate clearly about how the department is prioritizing anti-racism work and provide metrics, when available, to show how systemic change is being accomplished.

Potential Partners: N/A

BUDGET ID: NHP.038

Category: Substance Abuse **Lead Department:** DCHS

Type: Potential Service **Anticipated Implementation Timeline:** Ongoing

Priority: Low **Strengthens Community Vision:** Yes

Request: Inform the community of substance abuse programs that reduce alcohol and drug use.

Potential Partners: CBOs**BUDGET ID:** NHP.039**Category:** Substance Abuse**Type:** Potential Program**Priority:** Medium**Request:** Add safe injection sites to combat drug overdose deaths and provide opportunities to educate and medically treat.**Potential Partners:** TBD**Lead Department:** PHSKC**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Possibly**BUDGET ID:** NHP.040**Category:** Substance Abuse: Youth**Type:** Standard Operations**Priority:** High**Request:** Provide drug-use prevention and early intervention for kids and youth.**Potential Partners:** CBOs**Lead Department:** DCHS**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.041**Category:** Traffic Enforcement**Type:** Standard Operations**Priority:** Low**Request:** Enforce noisy vehicles.**Potential Partners:** N/A**Lead Department:** KCSO**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Possibly**BUDGET ID:** NHP.042**Category:** Traffic Flow**Type:** Potential CIP**Priority:** High**Request:** Consider other options to current yellow median in the middle of and along 16th Ave SW in the center commercial district, alleviating access and exit difficulties of emergency vehicles.**Potential Partners:** N/A**Lead Department:** DLS**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Possibly**BUDGET ID:** NHP.043**Category:** Transit Infrastructure**Type:** Standard Operations**Priority:** Medium**Request:** Make bus stops more welcoming and pleasant.**Potential Partners:** City of Seattle, CBOs**Lead Department:** Metro Transit**Anticipated Implementation Timeline:** Ongoing**Strengthens Community Vision:** Yes**BUDGET ID:** NHP.044**Category:** Transit Service**Type:** Potential Service**Priority:** High**Request:** Increase east to west routes and supportive transit service to job centers and community stores and resources.**Potential Partners:** City of Seattle, CBOs**Lead Department:** Metro Transit**Anticipated Implementation Timeline:** TBD**Strengthens Community Vision:** Yes

BUDGET ID: NHP.045

Category: Workforce Development and Employment **Lead Department:** DLS
Type: Potential Program **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Invest in employment training opportunities to enrich and enhance opportunities for youth within trade union apprenticeships and growing industries like technology, green jobs, manufacturing, robotics etc.
Potential Partners: CBOs, CDC, Workforce Development Council

BUDGET ID: NHP.046

Category: Workforce Development and Employment **Lead Department:** DLS
Type: Potential Program **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Invest in workforce development programs and job training that focuses on quality jobs, living wages, growing skills and experience that build family wealth and well-being.
Potential Partners: CBOs, CDC, Workforce Development Council

BUDGET ID: NHP.047

Category: Workforce Development **Lead Department:** DCHS
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: Medium **Strengthens Community Vision:** Yes
Request: Provide workforce development centers to help people market and leverage their services and skills.
Potential Partners: CBOs, School Districts, Colleges, Workforce Development Council

BUDGET ID: NHP.048

Number out of sequence
Category: Workforce Development **Lead Department:** DCHS
Type: Standard Operations **Anticipated Implementation Timeline:** TBD
Priority: Low **Strengthens Community Vision:** Yes
Request: Provide language and job training.
Potential Partners: CBOs, WFDC, Foundations

BUDGET ID: NHP.049

Category: Code Enforcement **Lead Department:** DLS
Type: Potential Program **Anticipated Implementation Timeline:** TBD
Priority: High **Strengthens Community Vision:** TBD
Request: Provide programs to support thoughtful code enforcement for commercial properties in White Center. Businesses have the right to conduct their affairs in a well-maintained and regulated property.
Potential Partners: NHUAC/WCCDA, CBOs

BUDGET ID: NHP.049

Category: Farmers Market **Lead Department:** DNRP
Type: Standard Operations **Anticipated Implementation Timeline:** 2023-2024 Biennium

Priority: Medium

Strengthens Community Vision: Yes

Request: Increase supply of fresh, local, healthy, and organic foods from local BIPOC farmers and vendors.

Potential Partners: KC Local Food Initiative, Neighborhood Farmers Market Alliance

Appendix: North Highline/White Center Community Engagement Summary



NORTH HIGHLINE COMMUNITY NEEDS LIST
Community Engagement Appendix

Appendix: North Highline Community Engagement Summary

Contents

Introduction255

CNL Development Process.....255

CNL Community Engagement.....259

 CNL Engagement Phase I – Collect requests from community259

 CNL Community Outreach and Engagement Activities.....261

 CNL Engagement Phase II – Prioritize community requests.....265

 Phase II CNL Community Outreach and Engagement Activities266

Utilization of Office of Equity and Social Justice Tools for CNL Development267

 North Highline Demographics268

 Who will be impacted by the CNLs?.....269

The Community Engagement Guide269

Equity Impact Review Process271

 CNL Development EIR Summary272

 CNL Implementation EIR Summary273

 CNL Language Access Resources273

Summary & Lessons Learned274

Appendix A: Examples of CNL communications material.....276

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: North Highline Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: North Highline Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: North Highline Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix to the community needs list detailing community engagement and how it meets the requirements of KCC.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹⁰

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests which, with further analysis as described above under CNL Development Process, is refined into the CNL.

This engagement phase for the development of the North Highline CNL took place from November 2019 – September 2021. The community engagement related to the CNL was combined with

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [KCC 2.16.055.C.3.](#)

Appendix: North Highline Community Engagement Summary

engagement for the North Highline Subarea Plan (Subarea Plan).¹¹ Prior to initiating the engagement for these two initiatives, DLS Planners drafted an updated community engagement plan with input from several community leaders, DLS's Community Service Area (CSA) Liaison, as well as the King County Office of Equity and Social Justice.^{12,13} Because both the North Highline and Skyway-West Hill Subarea Plans and CNLs were being developed at the same time, lessons learned in one area informed community engagement in both areas.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet using surveys.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate community engagement activities.

DLS prepared an engagement pledge for the North Highline Subarea Plan and CNL, committing to have a bi-directional conversation with the community, working together, and lifting up the voices of historically underrepresented residents and groups.¹⁴ This pledge was shared with community and used to encourage participation in both initiatives.

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹⁵ Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a "Translate" button for over 100 languages.

¹¹ On March 30, 2022, the King County Executive transmitted the Recommended North Highline Subarea Plan, associated Land Use and Zoning Map Amendments, and the proposed ordinance adopting the plan and new inclusionary housing regulations to the King County Council. The plan is part of a large submittal called the [2022 Update to the 2016 Comprehensive Plan](#).

¹² DLS Planners develop subarea plans. The adoption of King County Ordinance 19146 in July of 2020 amended policy and code to expand the scope of the county's subarea planning program and to initiate the CNL program. The original planner for North Highline changed positions and some of the attendance data is no longer available.

¹³ CSA Liaisons work with the different rural community service areas and urban potential annexation areas. DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director's Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹⁴ [North Highline Subarea Plan and Community Needs List Engagement Pledge](#)

¹⁵ [Public Health news and blog](#), 3/10/2020

Appendix: North Highline Community Engagement Summary

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹⁶ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁷

Each PublicInput website includes a “translate” button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey website for North Highline were available from August 2020 to September 2021, allowing individuals to enter written requests specific to their area in the language of their choice and indicate each request’s relative importance. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS UKC Community Advisory Group – 2019-2021

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from North Highline.

- North Highline Unincorporated Area Council
- White Center Community Development Association
- White Center Food Bank
- White Center Chamber of Commerce
- KCHA Resident Leadership Council
- Southwest Youth and Family

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

¹⁶ <https://PublicInput.com>

¹⁷ <https://PublicInput.com/kingcounty>

Appendix: North Highline Community Engagement Summary

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and efforts were redirected to COVID-19 response efforts in UKC.¹⁸ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

Fall Planning Kickoff – August 18, 2020:

DLS held a virtual community meeting for North Highline and Skyway to explain the subarea planning program and the CNL initiatives. Separate language-specific virtual meetings were held for residents who speak Spanish, Vietnamese, and Somali on August 25, 26, and 27 respectively. The number of participants for the August 18 meeting was about 25 residents. The language-specific meetings were not as well attended. The Somali language meeting had six participants and included an active discussion.

Community members were asked for ideas on community engagement and they had several suggestions:

- People will come if they see that they are being given power.
- Build more relationships with people/groups who have been under-represented in the past.
- Build relationships directly with people living in North Highline.
- Avoid summer meetings when people spend time with their families.
- Reach out to the Somali Health Board.
- Hold info sessions or reach out to people in Parks.

Based on this feedback, DLS released a request for proposal for a local community-based organization to facilitate much of the additional community engagement. In mid-2021, DLS signed a contract with the White Center Community Development Association (WCCDA) to co-develop deeper engagement on the CNL and Subarea Plan, especially with historically underrepresented residents.¹⁹ The WCCDA was also asked to assist with engagement on local investments being planned by King County Metro, as well as additional engagement with the Department of Community and Human Services (DCHS) on an anti-displacement report.²⁰ This contract with the WCCDA is also referred to as the North Highline Community Voices (Community Voices) contract. The WCCDA is part of the North Highline community and works to improve the lives of those that live and work in White Center. As a community-based

¹⁸ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

¹⁹ [White Center Community Development Association](#)

²⁰ [Skyway West Hill and North Highline Anti-Displacement Strategy Report](#)

Appendix: North Highline Community Engagement Summary

organization, it has the skills, tools, and connections to reach out authentically to hear and capture the voices of North Highline community members – particularly those who do not traditionally participate in planning processes.

Community Voices – July-August, 2021

Under its contract with King County, the WCCDA sorted County-compiled input from the North Highline community on subarea plan input, as well as community-identified needs and interests. This body of work was completed as Phase 1 of the Community Voices contract with the WCCDA.

Table 3 summarizes the engagement completed by the WCCDA in North Highline under “Phase 1” in July and August 2021:

Table 3. White Center Community Development Association CNL engagement activities

Presentation to Groups	Events Attended	Other
Southwest Youth & Family Services	Communities of Opportunity Partners Meeting	Online survey on priority themes, with commenting options
Spanish Parent Group	Feeding El Pueblo	
LGBTQIA Youth Group	Lake Burien Partners Group	
Native Parent Group	Healthier Here Coalition Meeting	
Somali Parent Group	Duwamish Vaccination Events	
Vietnamese/Cham Group	WCCDA Board Meeting	
Khmer Parent Group		
White Center Business Alliance		

The following socioeconomic data was provided to the County by the WCCDA for this phase of community engagement on the subarea plan and the CNL:

- Participants: Total 120 (Focus Groups – 53; Online Survey – 67) (as of August 17, 2021),
- Race: Asian, Black, White, Latino, Jewish
- Languages spoken at home: Khmer, Vietnamese/Cham, Somali, Spanish, English
- Age groups engaged: 16-75
- Sexual orientations engaged: Heterosexual, LGBTQIA
- Renter or owner: Not collected, but data on homeownership in White Center shows a majority of residents are renters
- Length of time lived in neighborhood: Not collected, but a majority of respondents have been residents of White Center for over five years

The WCCDA Phase 1 report was submitted to Local Services in August of 2021.²¹ The report identified topics that came up most frequently during the WCCDA’s community engagement.

Digital flyers were also distributed using the Renton School District’s digital communication platform, Peachjar. The CNLs were announced at the North Highline town hall in October 2020. The Planner and CSA Liaison also attended the North Highline Unincorporated Area Council in November 2020, which typically attracts 20 members and participants.

²¹ [White Center Community Development Association Community Engagement Report, Phase 1.](#)

Appendix: North Highline Community Engagement Summary

During this phase, all written outreach materials promoted both Subarea Plan and CNL engagement opportunities. Several examples are in the Appendix. See Table 4 for specific outreach activities.

Table 4: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
8/2/2020	Article on upcoming subarea planning process. Shared links to project pages with CNL information.	UA News	10,775 subscribers
8/2020	Share information about Subarea Plan and CNL, seek input.	Flyer	Unknown
8/26/2020	Post of Spanish, Vietnamese, and Somali flyers.	Facebook post	1,925 DLS Facebook followers
8/26/2020	Post of Spanish, Vietnamese, and Somali flyers.	Instagram post	1,000 DLS Instagram followers
9/2/2020	UA News article	UA News	10,000 subscribers
12/2020	Invitation to participate in CNL process	Postcard	Every North Highline address
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	What are your priorities for your community?	Facebook post	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram post	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submittal options.*	Facebook post	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.*	Facebook post	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.*	Facebook post and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
10/15/2021	Flyer announcing Oct. 26 meeting	Flyer	Local residents.

*Direct link not available. Viewable at facebook.com/kingcountylocalservices

In addition, groups external to the County also provided a mechanism for sharing information about the project and opportunities for attending meetings and providing input. They included:

- Renton Innovation Zone Partnership
- Renton School District
- Skyway Water & Sewer District

Appendix: North Highline Community Engagement Summary

- Skyway Coalition
- West Hill Community Association

DLS received over 153 requests through the PublicInput survey site for North Highline between August 2020 and March 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between July 2021 – June 2022.

There were two parts to this phase. In the first part, the WCCDA had conversations with 77 community members to prioritize community needs. In the second part, DLS developed a broader PublicInput survey.

Community Voices Survey and Conversations – Fall, 2021

Of the 77 participants in the WCCDA prioritization survey, 66% met with the WCCDA individually or in groups where they discussed prioritizing items for the CNL.

The meetings included:

- Five one-on-one meetings with Somali families
- Six one-on-one meetings with African American and Native families
- 11 Latinx families
- 16 Cham families
- 12 WCCDA staff (75% of WCCDA staff are current or former residents of North Highline)

Over 82 percent of survey participants identified that they lived in North Highline, 63 percent had lived in North Highline for over five years and 17 percent had lived in North Highline for more than 21 years. Nearly half of survey participants were homeowners (43 percent) and nearly half (43 percent) identified as renters. Remaining respondents either used to live in the area or work or own businesses in North Highline but live elsewhere. One participant identified their living situation as renting land and living in a trailer in North Highline.

Almost half of the respondents identified their racial or ethnic heritage as Asian Non-Pacific Islander (43 percent). The next highest groups of respondents identified as Caucasian or White (24 percent) or Hispanic or Latino (24 percent). English was identified by survey respondents as the language most spoken at home (73 percent). Spanish was the next most frequently identified language (21 percent), closely followed by Cham (20 percent).

PublicInput Prioritization Survey

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.²² DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL

²² [UKC Community Needs List Hub](#)

Appendix: North Highline Community Engagement Summary

information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in North Highline: Built Environment and Parks, Economic and Workforce Development, Housing, Human Services and Community Activities, Law Enforcement, and Roads and Transportation. Each category contained between two to eight individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For North Highline, interpretation was provided for Spanish, Vietnamese, and Somali and Khmer. These languages were selected because they are the most frequently spoken languages other than English. Additional language interpreters were available upon request.

The North Highline town hall was held on March 22, 2022. The area's Councilmember, Councilmember Joe McDermott, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 43 community members.

Eighty PublicInput survey participants and 20 town hall participants prioritized the requests in North Highline. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys, the town hall survey, and the WCCDA work to generate the final community-level prioritization (high, medium, low) for each request.

Table 5 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

Table 5: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created "Town Halls" pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers

Appendix: North Highline Community Engagement Summary

Date	Outreach	Outreach Format	Audience
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ²³
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800."

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve community partnerships and the delivery, responsiveness, and quality of local services.²⁴ It is also responsible for developing and implementing programs and services to promote successful public engagement and "help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies."²⁵

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{26,27} The tools

²³ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

²⁴ [KCC 2.16.055.A.3.](#)

²⁵ [KCC 2.16.055.D.1.](#)

²⁶ [Community Engagement & Co-Creation](#)

²⁷ [Racism as a Public Health Crisis in King County](#)

Appendix: North Highline Community Engagement Summary

developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{28,29,30}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.³¹

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.³²

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County's language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.³³

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative's area and who will be impacted by the initiative.

North Highline Demographics

North Highline is more diverse with 65 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is also more diverse than the County in total (40 percent BIPOC). Close to 20,000 residents are living in North Highline, just over eight percent of the UKC population. Their median household income of \$62,000 is 60 percent of the King County median household income and 76 percent of the UKC median. Despite a median income lower than that of King County, 50 percent of North Highline residents own their home, compared to 56 percent of King County residents.³⁴ However, for the 50 percent of North Highline residents that rent, 59 percent of them are rent-burdened, while only 34 percent of King County renters are rent-burdened. Rent-burdened households spend 35 percent or more of their household income on rent and utility bills.³⁵

Table 5: North Highline Demographics

General Information	King County	Unincorporated Areas	North Highline
Population	2,225,000	244,000	20,000
Average household size	2.4	2.7	2
Median age	37	36	41

²⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

²⁹ [2015 Equity Impact Review Process Overview](#)

³⁰ [Language and Communication Guidance and Resources for County Employees](#)

³¹ [Community Engagement Guide, Continuum of Community Engagement](#)

³² [2015 Equity Impact Review Process Overview](#)

³³ [Language and Communication Guidance and Resources for County Employees](#)

³⁴ [2015-2020 American Community Survey 5-year Estimates](#) (released 2022)

³⁵ [For Renters, Housing Cost Burden Is About the Same.](#)

Appendix: North Highline Community Engagement Summary

General Information	King County	Unincorporated Areas	North Highline
Percent male	50%	50%	47%
Percent female	50%	50%	53%
Percent youth (under 18 years old)	21%	23%	19%
Percent elder (over 65 years old)	14%	16%	17%

Race and Ethnicity	King County	Unincorporated Areas	North Highline
White	60%	68%	35%
Hispanic or Latinx	10%	9%	26%
Asian	18%	13%	20%
Native Hawaiian Pacific Islander	1%	1%	1%
African American	7%	5%	1%
Native American	0.6%	1%	10%
Two or more races		5%	5%
Limited English-speaking population		5%	13%

Income and Poverty	King County	Unincorporated Areas	North Highline
Median household income	\$103,000	\$82,000	\$62,000
Households below poverty line	17%	7%	18%

Housing	King County	Unincorporated Areas	North Highline
Owner-occupied households	56%	79%	50%
Renter-occupied households	44%	21%	50%
% Rent-burdened households	34%	47%	59%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which community members live. As such, all members of the community are decision-makers in the CNL process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community

Appendix: North Highline Community Engagement Summary

Engagement Continuum in the Community Engagement Guide.³⁶ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁷

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”³⁸

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and modified its previous approach to continue to try to meet "County engages in dialogue" and "County and community work together" levels of engagement for subarea plan and CNL development.³⁹ It was able to do so by contracting with the WCCDA to facilitate community engagement. The WCCDA not only facilitated discussions, but also co-created agendas and planned discussions. This creative solution was funded in part by DLS, Metro, and the Department of Community and Human Services and was informed by community input from the Fall Kickoff Meeting. Per the Community Engagement Guide guidance identified above, the following factors were considered:

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.
- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited. By collaborating with the WCCDA, DLS was able to continue at the higher levels of community engagement.

³⁶ [KCC 2.16.055.C.2.](#)

³⁷ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁹ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: North Highline Community Engagement Summary

- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts; however, the WCCDA was able to co-develop and facilitate community engagement efforts.⁴⁰

DLS used five of the eight corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown on Figure 2.⁴¹ It also used one strategy from the “County Consults” and two of the strategies from the “Community Directs Action” levels of engagement. These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 2: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{42,43} These equity frameworks are:

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the

⁴⁰ [King County Mask/Face Covering Distribution Program - King County](#)

⁴¹ [Community Engagement Guide, Continuum of Community Engagement](#)

⁴² [2015 Equity Impact Review Process Overview](#)

⁴³ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

Appendix: North Highline Community Engagement Summary

potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

Phase 1: Scope. Identify who will be affected.

Phase 2: Assess equity and community context.

Phase 3: Analysis and decision process.

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.⁴⁴

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁵ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic Development | -Law and Justice |
| -Food Systems | | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

⁴⁴ [2015 Equity Impact Review Process Overview](#)

⁴⁵ [The Determinants of Equity](#)

Appendix: North Highline Community Engagement Summary

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴⁶ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴⁷

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages Dashboard.⁴⁸ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a "Translate" button, which allows the user to select from over 100 languages. The postcard sent to every address in North Highline was translated into the five of the most common languages spoken in North Highline and Skyway-West Hill. The mailer sent to every

⁴⁶ [Language and Communication Guidance and Resources for County Employees](#)

⁴⁷ [2021 Written Translation Manual](#)

⁴⁸ [Top 10 Languages Dashboard](#)

Appendix: North Highline Community Engagement Summary

UKC household in Phase II included text in the top ten languages stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800.”

Interpretation services were offered at community meetings, including at the North Highline town hall meeting in which Spanish, Vietnamese, and Somali interpreters were available. No additional language interpreters were requested.

Summary & Lessons Learned

The Skyway CNL is a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁴⁹ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁵⁰ DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and

⁴⁹ [King County Code 2.16.055.C.2.](#)

⁵⁰ [KCC 2.16.055.C.2.](#)

Appendix: North Highline Community Engagement Summary

annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

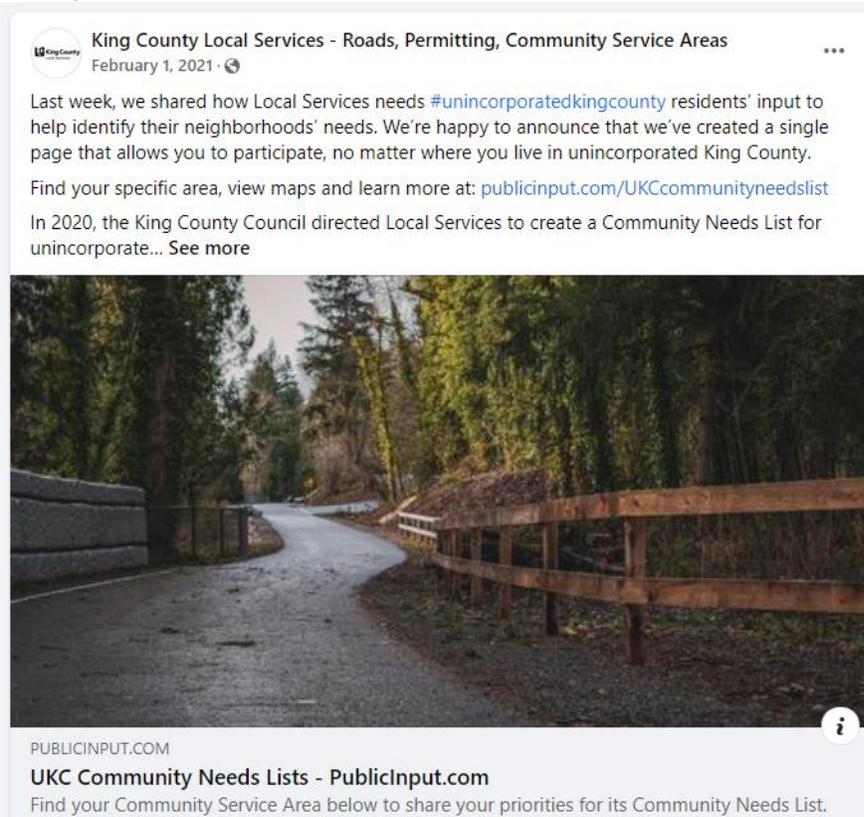
Moving forward, the CNL process must remain open and transparent, affected communities and neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

Appendix A: Examples of CNL communications material

Example of an Instagram Post



Example of a Facebook Post



K. Skyway-West Hill Community Needs List**Legend**

Budget ID: Budget identification number. This number is referenced in budget documentation if the budget request is responsive to a request on the community needs list.

Category: Overarching request category. A category may contain multiple requests from community.

Department: Lead King County Executive Branch department responsible for implementing a solution to the request.

Type: Type of request. Potential Service, Program, Capital Investment, or Standard Operation (only if additional funding is needed to meet service level requested by community).

Anticipated Implementation Timeline: To Be Determined (TBD, funding needed in order to develop a plan), Current Biennium, 2023-2024 Biennium, 2025+, Ongoing, or Not Applicable (N/A) because it is not planned.

Priority: Priority is determined by community and the King County Council. Low, Medium, or High.

Strengthens Community Vision: Yes, No, Possibly, or To Be Determined (TBD) if County is unaware of a specific community vision.

Request: One or more requests from community that fall within the overarching request category.

Potential Partners: Potential partner types that could lead or collaborate in developing a solution to the requests from community. List of partner types, Not Applicable (N/A), or To Be Determined (TBD).

For source information, please contact the Department of Local Services at AskLocalServices@kingcounty.gov.

The Community Needs List is sorted by category.

BUDGET ID: SWP.001**Category:** Law Enforcement**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** Low**Strengthens Community Vision:** No**Request:** Focus by Sheriff on violent crimes**Potential Partners:** N/A**BUDGET ID:** SWP.002**Category:** Law Enforcement**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** Medium**Strengthens Community Vision:** Yes**Request:** Remove unlicensed, unregistered, broken, and abandoned vehicles.**Potential Partners:** N/A**BUDGET ID:** SWP.003**Category:** Law Enforcement Assisted Diversion **Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** Yes**Request:** Fully implement Law Enforcement Assisted Diversion (LEAD) in Skyway-West Hill.**Potential Partners:** CBOs

BUDGET ID: SWP.004**Category:** Law Enforcement Staffing**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** Low**Strengthens Community Vision:** Possibly**Request:** Enforce laws:

- Increase patrols during July 4th and New Year.
- Increase police presence and patrol cars from the Sheriff's Office.
- Increase number of police.

Potential Partners: N/A**BUDGET ID:** SWP.005**Category:** Neighborhood Watch Program**Lead Department:** KCSO**Type:** Potential Program**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** Yes**Request:** Create an action group that increases and coordinates neighborhood watch programs.**Potential Partners:** CBOs**BUDGET ID:** SWP.006**Category:** Parking Enforcement**Lead Department:** KCSO**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** Low**Strengthens Community Vision:** No**Request:** Enforce parking rules along all streets.**Potential Partners:** N/A**BUDGET ID:** SWP.007**Category:** Affordable Housing**Lead Department:** DCHS**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** Yes**Request:** Invest in community-driven affordable housing and mixed-use developments.**Potential Partners:** KCHA, private developers and businesses, affordable housing CBOs**BUDGET ID:** SWP.008**Category:** Affordable Housing**Lead Department:** DCHS**Type:** Standard Operations**Anticipated Implementation Timeline:** TBD**Priority:** High**Strengthens Community Vision:** Yes**Request:** More affordable housing:

- Mixed-use housing for elderly with fixed incomes.
- Affordable housing in Lakeridge and Bryn Mawr neighborhoods.
- A model mixed-use project combining affordable housing with associated services.

Potential Partners: State Dept. of Commerce, Washington State Housing Finance Commission, CBOs, KCHA, nonprofit housing developers**BUDGET ID:** SWP.009**Category:** Affordable Housing**Lead Department:** DCHS**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** Yes

Request: More affordable housing to address gentrification.

Potential Partners: CBOs, nonprofit developers

BUDGET ID: SWP.010

Category: Affordable Housing

Type: Standard Operations

Priority: Medium

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: Yes

Request: Expand affordable housing options, such as artist live/work lofts, with support of financial institutions and other housing agencies.

Potential Partners: Nonprofit developers, CBOs, public funded partners

BUDGET ID: SWP.011

Category: Affordable Housing

Type: Standard Operations

Priority: Medium

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: Yes

Request: Provide programs that help prevent homelessness, such as emergency rental assistance, referrals to social service networks, or settlement of landlord/tenant disputes.

Potential Partners: KCRHA, CBOs, Legal Aide Groups

BUDGET ID: SWP.012

Category: Affordable Housing

Type: Potential Program

Priority: Medium

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: Yes

Request: Provide incentives and subsidy programs to preserve low-income housing.

Potential Partners: KCHA, State Dept. of Commerce, Washington State Housing Finance Commission, CBOs, and affordable housing developers

BUDGET ID: SWP.013

Category: Economic Development

Type: Potential Service

Priority: High

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: Yes

Request: Develop a Skyway Business District economic and revitalization plan.

Potential Partners: CDC, Consultant

BUDGET ID: SWP.014

Category: Economic Development

Type: Potential Program

Priority: High

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: Yes

Request: Create a program in the Skyway Business District that would support small-scale commercial development, locally owned and independent businesses, and adaptable business spaces such as incubators (SWH Action 3).

Potential Partners: CBOs

BUDGET ID: SWP.015

Category: Economic Development

Type: Potential Service

Lead Department: DLS

Anticipated Implementation Timeline: TBD

Priority: Medium **Strengthens Community Vision:** Yes
Request: Develop microenterprise clinics.
Potential Partners: CBOs, Consultant, SBDC, CDFI

BUDGET ID: SWP.016
Category: Education **Lead Department:** DCHS
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Increase access to college and college preparation opportunities.
Potential Partners: CBOs, School Districts, CTC programs, PSESD, City of Seattle

BUDGET ID: SWP.017
Category: Healthcare Access **Lead Department:** PHSKC
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Expand health services, especially for:

- Youth.
- BIPOC (Black, Indigenous, and People of Color).
- Non-English speaking community.

Potential Partners: N/A

BUDGET ID: SWP.018
Category: Healthcare access **Lead Department:** PHSKC
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Provide healthcare programs for youth with chemical dependency, mental health, domestic violence, and other health issues.
Potential Partners: N/A

BUDGET ID: SWP.019
Category: Healthcare Access **Lead Department:** PHSKC
Type: Standard Operations **Anticipated Implementation Timeline:** 2023-2024 Biennium
Priority: Medium **Strengthens Community Vision:** Possibly
Request: Provide clinics for low-incomes families.
Potential Partners: N/A

BUDGET ID: SWP.038
Category: Healthcare Access **Lead Department:** PHSKC
Type: Potential Service **Anticipated Implementation Timeline:** 2023-2024 Biennium
Priority: Medium **Strengthens Community Vision:** TBD
Request: Raise health awareness by holding public health sessions at the Skyway Library or elsewhere.
Potential Partners: TBD

BUDGET ID: SWP.020
Category: Healthy Food Access **Lead Department:** PHSKC
Type: Standard Operations **Anticipated Implementation Timeline:** Ongoing

Priority: Low **Strengthens Community Vision:** Yes
Request: Increase access to healthy foods.
Potential Partners: N/A

BUDGET ID: SWP.021
Category: Heritage Trees **Lead Department:** DLS
Type: Potential Program **Anticipated Implementation Timeline:** TBD
Priority: Low **Strengthens Community Vision:** No
Request: Adopt "tree maintenance" laws to preserve ancient trees in unincorporated King County.
Potential Partners: N/A

BUDGET ID: SWP.022
Category: Housing Policies **Lead Department:** DCHS
Type: Potential Program **Anticipated Implementation Timeline:** TBD
Priority: Medium **Strengthens Community Vision:** Yes
Request: Create housing policies that help people with multiple housing barriers (such as evictions, criminal histories, large families) to secure safe, affordable housing.
Potential Partners: Tenant and landlord groups

BUDGET ID: SWP.023
Category: Off leash dog park **Lead Department:** DNRP
Type: Potential CIP **Anticipated Implementation Timeline:** TBD
Priority: Low **Strengthens Community Vision:** No
Request: Designate an off-leash dog area in Skyway Park.
Potential Partners: SODA

BUDGET ID: SWP.024
Category: Public Engagement in Permit Review **Lead Department:** DLS
Type: Potential Program **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Review public outreach processes and create new permit review techniques that encourage greater public engagement with Skyway-West Hill residents. (SWH Action 2)
Potential Partners: CBOs

BUDGET ID: SWP.025
Category: Reimagining Public Safety **Lead Department:** EXEC
Type: Potential Program **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes
Request: Provide more widespread information about who residents can call for services and assistance without calling police.
Potential Partners: CBOs

BUDGET ID: SWP.026
Category: Reimagining Public Safety **Lead Department:** EXEC
Type: Potential Program **Anticipated Implementation Timeline:** Ongoing
Priority: High **Strengthens Community Vision:** Yes

Request: Reimagine safety in partnership with community.

Potential Partners: CBOs

BUDGET ID: SWP.027

Category: Reimagining Public Safety

Lead Department: EXEC

Type: Potential Program

Anticipated Implementation Timeline: Ongoing

Priority: Medium

Strengthens Community Vision: Yes

Request: Reimagine public safety by doing the following:

- Restructure the Sheriff's Office to work with social service agencies to cover the needs of West Hill and surrounding communities.
- Create an action group to work with the Sheriff and Prosecuting Attorney offices to pursue alternative community policing models.
- Rethink public safety and not have Sheriff police, but comprehensive groups and experts that address issues in a safe, supportive, and knowledgeable manner, with their primary goal of equity and safety for citizens.
- Take proper safety measures instead of removing funding to police and first responders after a certain time of the day.
- Reduce policing on our streets and provide more widespread information about who residents can call for services and assistance without calling 911.

Potential Partners: CBOs

BUDGET ID: SWP.036

Category: Road Maintenance

Lead Department: DLS

Type: Standard Operations

Anticipated Implementation Timeline: N/A

Priority: Medium

Strengthens Community Vision: Yes

Request: More regular street cleaning.

Potential Partners: N/A

BUDGET ID: SWP.028

Category: Road Pavement

Lead Department: DLS

Type: Potential CIP

Anticipated Implementation Timeline: TBD

Priority: High

Strengthens Community Vision: Possibly

Request: Improve road surfaces:

- Fix potholes on 68th.
- Fix potholes on Meyers [Note - Myers is in North Highline].
- The short street between 68th and MLK needs to be redone.

Potential Partners: TBD

BUDGET ID: SWP.029

Category: Road Vegetation

Lead Department: DLS

Type: Potential Program

Anticipated Implementation Timeline: N/A

Priority: Medium

Strengthens Community Vision: Yes

Request: Landscape the street and sidewalks.

Potential Partners: WSDOT

BUDGET ID: SWP.030

Category: Traffic Congestion**Lead Department:** DLS**Type:** Potential CIP**Anticipated Implementation Timeline:** N/A**Priority:** High**Strengthens Community Vision:** Yes**Request:** Address congestion by doing the following:

- Decrease congestion on street at Martin Luther King (SR-900).
- Stripe four lanes on Rainier Ave from Seward Park to the City of Renton.
- Address MLK-bound congestion from new neighborhood at Langston and Renton Ave.
- Provide additional direct access to the library and post office area from I-5. Rainer Ave is too congested.

Potential Partners: WSDOT**BUDGET ID:** SWP.031**Category:** Trails**Lead Department:** DNRP**Type:** Potential CIP**Anticipated Implementation Timeline:** 2025+**Priority:** Medium**Strengthens Community Vision:** Yes**Request:** Improve and/or expand walk and bike trails:

- Connect to Chief Sealth Trail from Skyway Park.
- Create a path that runs through community.
- Access to Bryn Mawr Park.

Potential Partners: City of Seattle, community groups**BUDGET ID:** SWP.032**Category:** Transit Service**Lead Department:** Metro Transit**Type:** Standard Operations**Anticipated Implementation Timeline:** Current biennium**Priority:** High**Strengthens Community Vision:** Yes**Request:** Develop east-west public transportation options.**Potential Partners:** N/A**BUDGET ID:** SWP.033**Category:** Workforce Development**Lead Department:** DCHS**Type:** Standard Operations**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** Yes**Request:** Youth job readiness and employment programs (summer jobs, internships, etc.).**Potential Partners:** CBOs, School Districts, State**BUDGET ID:** SWP.034**Category:** Workforce Development and Employment**Lead Department:** DLS**Type:** Potential Service**Anticipated Implementation Timeline:** TBD**Priority:** Medium**Strengthens Community Vision:** Yes**Request:** Launch a local jobs campaign.**Potential Partners:** CBOs, Chamber of Commerce, CDC, Workforce Development Council**BUDGET ID:** SWP.035**Category:** Youth Programs**Lead Department:** DLS**Type:** Potential Program**Anticipated Implementation Timeline:** Ongoing**Priority:** High**Strengthens Community Vision:** Yes

Request: Support area youth with recreation, education, and employment programs.

Potential Partners: CBOs, School District

BUDGET ID: SWP.037

Category: Youth Services

Type: Standard Operations

Priority: Medium

Lead Department: DCHS

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: Yes

Request: Provide services to stabilize youth and families that have lost jobs or housing, or have been relocated from another state or country, to help them integrate into the community.

Potential Partners: CBOs

BUDGET ID: SWP.039

Category: Youth Services

Type: Standard Operations

Priority: High

Lead Department: DCHS

Anticipated Implementation Timeline: Ongoing

Strengthens Community Vision: Possibly

Request: Define and maintain a budget for youth and BIPOC social services and supporting programs.

Potential Partners: CBOs, Youth and Family Services Association (YFSA)

BUDGET ID: SWP.040

Category: Green Housing

Type: Potential Program

Priority: Low

Lead Department: DNRP

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: No

Request: Educational and financial incentives to make houses greener through rainwater harvesting, solar, geothermal, etc.

Potential Partners: King County Green Tools, State and Federal Government

BUDGET ID: SWP.041

Category: Solid Waste

Type: Potential Program

Priority: Medium

Lead Department: DNRP

Anticipated Implementation Timeline: TBD

Strengthens Community Vision: Yes

Request: Purchase and maintain litter bins in the business district.

Potential Partners: CBO

BUDGET ID: SWP.042

Category: Surface Water

Type: Potential CIP

Priority: Medium

Lead Department: DNRP

Anticipated Implementation Timeline: Current biennium

Strengthens Community Vision: Yes

Request: Address inadequate stormwater management infrastructure; Evaluate the drainage basin within the community for retention/detention facility needs, to correct existing and future storm-water run-off problems.

Potential Partners: N/A

Appendix: Skyway-West Hill Community Engagement Summary



SKYWAY-WEST HILL COMMUNITY NEEDS LIST
Community Engagement Appendix

Contents

Introduction287

CNL Development Process.....287

CNL Community Engagement.....291

 CNL Engagement Phase I – Collect requests from community292

 CNL Community Outreach and Engagement Activities.....293

 CNL Engagement Phase II – Prioritize community requests.....296

 Phase II CNL Community Outreach and Engagement Activities298

Utilization of Office of Equity and Social Justice Tools for CNL Development299

 Skyway Demographics.....300

 Who will be impacted by the CNLs?.....301

The Community Engagement Guide.....302

Equity Impact Review Process303

 CNL Development EIR Summary304

 CNL Implementation EIR Summary305

 CNL Language Access Resources305

Summary & Lessons Learned.....306

Appendix A: Examples of CNL communications material.....308

Introduction

King County Code (KCC) 2.16.055.C.1 requires the Department of Local Services (DLS) to develop 11 individual community needs lists (CNLs): one for each of the six rural King County community service areas (CSAs) and one for each of the County's five urban potential annexation areas (PAAs).^{1,2,3} These 11 CNLs are the list of potential services, programs, facilities, and capital improvements identified by each community.

CNLs are one of many inputs informing King County Executive Branch departmental budget requests, along with departmental priorities, strategic plans, and priorities of the King County Executive and the King County Council. Because the CNLs list potential services, programs, facilities, and capital improvements identified by community, funding is necessary to implement them. Funding requests for CNL-related items are subject to approval through the County budget process. They are included in departmental requests recommended to the Executive and then proposed to the King County Council. Implementation of CNL requests is dependent on funding allocated in the County's adopted biennial budget.

DLS facilitated the CNL development process for all 11 areas by engaging with community members in each area and working with departments. DLS created the process steps below to meet the requirements specific in KCC for establishing the CNLs:⁴

- Step 1: Engage community to collect community requests
- Step 2: Gather community requests into catalogues
- Step 3: Share the catalogues with departments for review of implementation feasibility
- Step 4: Engage with community to prioritize community requests
- Step 5: Collaborate with Councilmembers who represent the area
- Step 6: Develop CNLs
- Step 7: Share CNLs with departments to inform departmental budget requests
- Step 8: Transmit CNLs to King County Council for possible adoption
- Step 9: Share lists of community requests that were not advanced to CNLs with community
- Step 10: Monitor the implementation of CNLs and report out to community

CNL Development Process

Step 1: Engage community to collect community requests

Community engagement related to CNLs began with DLS gathering requests to understand the needs of community members. To comply with the Governor's "Stay Home, Stay Healthy" order, DLS used online and virtual tools, offering as many submission options as possible. DLS engaged with community as described below in CNL Community Engagement Phase I – Collect requests from community.

Step 2: Assemble requests into catalogues

DLS assembled all of the requests received from the community engagement efforts into a list including all community requests from all areas – the catalogue of community requests. DLS added multiple

¹ [King County Code 2.16.055.C.1](#).

² Rural community service areas: Bear Creek/Sammamish, Four Creeks/Tiger Mountain, Greater Maple Valley/Cedar River, SE King County, Snoqualmie Valley/NE King County, and Vashon/Maury Island

³ Urban potential annexation areas: East Federal Way, East Renton Highlands, Fairwood, North Highline, and Skyway/West Hill

⁴ [King County Code 2.16.055.C.3](#).

Appendix: Skyway-West Hill Community Engagement Summary

columns to this list, as shown in Table 1 and 2, to meet the requirements of KCC for the process.⁵ DLS assigned each catalogue item to the Executive Branch department best suited to address the request – the lead department – and then sorted the catalogue into one catalogue per lead department. Each department catalogue included multiple requests for each rural and urban geographic area. Each column was revisited multiple times and the content in each area was refined as additional information was brought forth from subsequent community engagement activities and iterative department reviews.

Table 1: Catalogue headings and DLS tasks

Column Heading	Requested Action/Required Information
Area	No action needed.
Request	Consolidate similar requests together and make the language more consistent across requests while retaining community voice. For example, consolidate numerous sidewalk requests together.
Community Request Category	Label consolidated requests with an overarching category name. For example: Sidewalks
Lead Department	Enter the department that is most likely to lead the implementation of the consolidated requests. Change the department name if the initial department suggests that an alternative department is ultimately responsible.
Strengthens Community Vision	For those areas with subarea plans, note whether the request meets or strengthens the community vision and policies established in the adopted subarea plan.

Step 3: Share the catalogues with departments for review of implementation feasibility

For items within DLS's scope of work, DLS is the lead department.

DLS shared each department catalogue with the appropriate lead department for review. During this time, DLS moved requests to a different department catalogue if the lead department was modified, reviewed department responses, worked with departments to clarify purpose of the CNLs, etc. DLS then notified that department that it had another request to review. Departments reviewed the catalogue items assigned to them based on the criteria specified in KCC 2.16.055.C.3. and as shown in the Table 2.⁶

Table 2: Catalogue headings and lead department review tasks

Column Heading	Requested Action/Required Information
Request	Confirm that the consolidated requests from community belong together under the same assigned category. If not, split them out as needed.
Community Request Category	Confirm that the assigned category is accurate. If not, modify it.
Lead Department	Confirm that the department assigned is the lead department for the requests. If not, suggest an alternative department.
In County Scope	Select yes or no to indicate whether the requests fall within the department's scope of work.
Reason out of scope	Explain why these requests are <u>not</u> within the department's scope of work.

⁵ [King County Code 2.16.055.C.3.](#)

⁶ [King County Code 2.16.055.C.3.](#)

Appendix: Skyway-West Hill Community Engagement Summary

Enough Information	Select true or false to indicate whether more information is needed to be able to respond to the requests.
In Alignment with County Priorities	Select true or false to indicate whether the requests are in alignment with adopted County plans, such as the Strategic Climate Action Plan, Equity and Social Justice Strategic Plan, the department's strategic plan, or other King County priorities.
Anticipated Implementation Timeline	Select the most likely timeline to implement a solution to the requests. <ul style="list-style-type: none"> • TBD – A larger planning effort is needed before a specific timeline can be selected. • Current Biennium – 2021-2022 – This request is being addressed in the current biennium. • 2023-2024 Biennium – The request is likely to be addressed in the 2023-2024 biennium. • 2025+ – The request is likely to be addressed in 2025 or later. • Ongoing – This request is addressed by ongoing work (e.g. standard operations such as mowing road shoulders). • Complete – This request has already been implemented or addressed by the lead department. • N/A – A solution is unlikely to be implemented due to feasibility, budget constraints, resource needs, and other barriers to implementation.
Potential Partnerships	Enter potential partners who could help or lead in the development and implementation of solutions to the requests. Be creative and flexible in your thinking.
Type of Request	Enter type of requests: <ul style="list-style-type: none"> • Potential service • Potential program • Potential capital improvement project • Standard operations needing additional funding to meet requested level of service • Standard operations not needing additional funding to meet requested level of service • Existing capital improvement project • Policy • Other
Comments	Add department comments, highlighting next steps, any King County priorities, and specific partnership or collaboration opportunities that build on community's strengths and assets.

Step 4: Engage with community to prioritize community requests

While departments were evaluating the requests, DLS engaged with community to prioritize catalogue items as high, medium, or low via an online survey and in area town hall meetings. The town hall

Appendix: Skyway-West Hill Community Engagement Summary

meetings were hosted online due to pandemic restrictions. The specific details of this engagement phase are described below in CNL Community Engagement Phase II – Prioritize community requests.

Step 5: Collaborate with Councilmembers who represent each area

DLS shared catalogues with Councilmembers prior to finalizing the community's prioritization and prior to developing the 11 area CNLs. Councilmembers provided feedback and asked questions about specific items. DLS met with Councilmember staff to answer questions and invited lead department staff to participate as needed.

Step 6: Develop CNLs

DLS advanced requests from the department's catalogue of requests to the appropriate area CNL if the request met all of the following criteria:

- The request is within County scope.
- The request includes enough information to be actionable.
- The request is either a potential service, program, facility, or capital improvement project, or is met by standard operations (but needs additional funding to satisfy the service level requested by community).
- The request is in alignment with County priorities and strategic plans.

Requests not advanced to the CNLs were added as CNL appendices and will be shared with community and Councilmembers as described in Step 9. The appendices include information on why the request was not advanced. For requests that were not advanced because they were out of scope, DLS shared possible plans for how the request could continue to be moved forward. In many cases, DLS forwarded the request to the applicable external entity, such as the Washington State Department of Transportation or Puget Sound Energy.

Step 7: Share CNLs with departments to inform departmental budget requests

DLS shared the final CNLs with each department for consideration during their 2023-2024 budget development process. Along with other budget development guidance, the King County Office of Performance, Strategy, and Budget asked department finance managers to add the CNL budget identification number to departmental budget requests pertaining to CNL requests.

Step 8: Transmit CNLs to King County Council for possible adoption

The CNLs are included as part of the Executive Proposed 2023-2024 Biennial Budget transmittal to the King County Council.

Step 9: Share list of community requests that were not advanced to CNL with community

DLS will share the CNLs, along with department comments and appendices including requests not advanced to the CNL, with the six rural and five urban communities and King County Councilmembers in October 2022. DLS will meet with community-based organizations to review the CNL development process and the CNLs and their appendices. In addition to bringing printed copies to in-person community meetings, DLS will post CNLs and appendices to its website and to the community engagement hub it developed for the CNL process. Translation will be available upon request.

Appendix: Skyway-West Hill Community Engagement Summary

Step 10: Monitor the implementation of CNLs and report out to community

DLS is accountable for providing a yearly update to community and Council on the status of the implementation of the CNLs.⁷ DLS will report on the implementation of the CNLs annually by requesting that departments provide updates on the implementation status of funded CNL requests.

CNL Community Engagement

In addition to the development of the CNLs, KCC directs DLS to submit an appendix to the community needs lists explaining how community engagement undertaken during the development of the CNLs meets the requirements to engage community at the “County engages in dialogue” level or higher on the County’s Continuum of Community Engagement scale and uses language access and equity impact review tools from the Office of Equity and Social Justice (OESJ).⁸ KCC 2.16.055.C.2 specifies,

2. Each community needs list shall:

c. be developed, reviewed, prioritized, amended, adopted and implemented using tools and resources developed by the office of equity and social justice, including, but not limited to, community engagement, language access and equity impact review tools. The county shall use, at minimum, the "County engages in dialogue" and "County and community work together" levels of engagement as outlined in the office of equity and social justice's Community Engagement Guide for the development, review, amendment, adoption and implementation of the community needs list. The county shall include as an appendix to the community needs list information detailing the community engagement completed during the development of the community needs list and how the community engagement meets the requirements of this subsection C.2.c.⁹

This document is the appendix to the community needs list detailing community engagement and how it meets the requirements of KCC.

The community’s influence began even before KCC required the development of CNLs in late 2020. In 2014 and 2015, the County was providing technical assistance to a community planning effort led by Skyway Solutions that resulted in the development of a local action plan called the Skyway West Hill Action Plan (SWAP).¹⁰ The SWAP’s action items formed the foundation for what would become the Skyway CNL.

Community engagement related to CNLs occurs in two phases, as the body of work to develop community needs lists includes two discrete community engagement tasks per KCC 2.16.055.C.3:

- I. **Compile requests from community:** An initial catalogue shall be compiled that identifies all requests from the community for potential services, programs, facilities and capital improvements.
- II. **Prioritize community requests:** Review by the community through ongoing community engagement to identify, discuss, and prioritize community needs.¹¹

⁷ [KCC 2.16.055.C.3.](#)

⁸ [Community Engagement Guide, Continuum of Community Engagement](#)

⁹ [KCC 2.16.055.C.2.](#)

¹⁰ [Skyway-West Hill Action Plan](#)

¹¹ [KCC 2.16.055.C.3.](#)

Appendix: Skyway-West Hill Community Engagement Summary

CNL Engagement Phase I – Collect requests from community

The purpose of this phase is to engage with community members to gather their requests and understand their needs. DLS then compiles the requests into a catalogue of community requests which, with further analysis as described above under [CNL Development Process](#), is refined into the CNL.

This engagement phase for the development of the Skyway-West Hill CNL (Skyway CNL) took place from November 2019 – October 2021. The community engagement related to the CNL was combined with engagement for the second phase of the Skyway-West Hill Subarea Plan (Subarea Plan).¹² Prior to initiating the engagement for these two initiatives, DLS Planners drafted an updated community engagement plan with input from several community leaders, DLS’s Community Service Area (CSA) Liaison, as well as the King County Office of Equity and Social Justice.^{13,14} Because both the Skyway-West Hill and North Highline Subarea Plans and CNLs were being developed at the same time, lessons learned in one area informed community engagement in both areas.

For the development of the CNLs, DLS planned to engage with community members in the following settings to reach those who have historically not been or felt included, particularly low-income populations and populations of color, in the top languages of each community:

- At events, such as fairs or community meetings.
- At frequently visited community locations, such as grocery stores and parks.
- At specific locations to reach target populations, such as low-income housing developments, retirement communities, and places of worship.
- On the internet using surveys.
- Via telephone interviews.

DLS also planned on providing community members with multiple ways to submit ideas in order to address physical or technological barriers: written ideas through in-person interaction or by mail, email, or website, and spoken ideas through in-person interaction or the telephone. DLS had access to both on-demand interpretation and translation services to facilitate community engagement activities.

DLS prepared an engagement pledge for the Skyway-West Hill Subarea Plan and CNL, committing to have a bi-directional conversation with the community, working together, and lifting up the voices of historically underrepresented residents and groups.¹⁵ This pledge was shared with community and used to encourage participation in both initiatives.

¹² On March 30, 2022, the King County Executive transmitted the Recommended Skyway/West Hill Subarea Plan, associated Land Use and Zoning Map Amendments, and the proposed ordinance adopting the plan and new inclusionary housing regulations to the King County Council. The plan is part of a large submittal called the [2022 Update to the 2016 Comprehensive Plan](#).

¹³ DLS Planners develop subarea plans. The adoption of King County Ordinance 19146 in July of 2020 amended policy and code to expand the scope of the county’s subarea planning program and to initiate the CNL program.

¹⁴ CSA Liaisons work with the different rural community service areas and urban potential annexation areas. DLS has one rural community service area liaison and one urban potential annexation area liaison. These two positions are supplemented with DLS Director’s Office staff, specifically the DLS Director and the DLS External Relations Manager.

¹⁵ [Skyway-West Hill Subarea Plan and Community Needs List Engagement Pledge](#)

Appendix: Skyway-West Hill Community Engagement Summary

Due to the COVID-19 pandemic and subsequent public health guidance to avoid in-person gatherings and maintain social distancing, DLS refocused its CNL engagement efforts to use online and virtual tools, offering as many submission options as possible.¹⁶ Submission options included the following:

- A unique telephone number with voicemail and language interpretation for verbal submissions.
- The physical address for King County Local Services for written requests posted by US mail.
- The asklocalservices@kingcounty.gov email address for written email submissions.
- A customized community engagement hub and individual survey sites for each area with a “Translate” button for over 100 languages.

DLS developed the unincorporated King County (UKC) CNL community engagement hub and individual survey websites for each of the rural and urban areas using PublicInput.¹⁷ PublicInput is a community engagement software platform for governments. It provides a simple online interface that community members can use to engage with government at their convenience. King County has an enterprise subscription to this service, which is used by several other departments. Department project hubs and subsites can also easily be featured on the King County Engagement Hub hosted by PublicInput.¹⁸

Each PublicInput website includes a “translate” button, which allows the user to select from over 100 languages. This translation feature is powered by Google Translate. Google Translate uses a machine learning system that compares texts from a broad range of sources so that the context of the words on the screen is considered in the translation. The online engagement hub and individual area survey website for Skyway were available from August 2020 to December 2021, allowing individuals to enter written requests specific to their area in the language of their choice and indicate each request’s relative importance. To reduce barriers to participation, DLS did not seek demographic information from participants. Community members had the option to enter their email addresses if they wished to do so.

CNL Community Outreach and Engagement Activities

DLS UKC Community Advisory Group – 2019-2021

DLS formed an informal UKC community advisory group in 2019 to help increase its community engagement reach and to inform its work. This group of 45 community members represented all of the UKC rural CSAs and urban PAAs. The following organizations were represented by the members from Skyway/West Hill.

- West Hill Community Association
- Skyway Solutions
- Somali Youth and Family Club
- Renton Innovation Zone Partnership
- Alajawan's Hands Foundation

Prior to the onset of the global COVID-19 pandemic when DLS had to modify its outreach approach, DLS hosted a four-hour, in-person, workshop at the King County International Airport on November 16, 2019, to identify the priorities and needs of each area in collaboration with this informal advisory group. The meeting was attended by 62 advisory group members. The CSA Liaisons prepared for the meeting by developing a draft list of community priorities based on community concerns that they had heard

¹⁶ [Public Health news and blog](#), 3/10/2020

¹⁷ <https://PublicInput.com>

¹⁸ <https://PublicInput.com/kingcounty>

Appendix: Skyway-West Hill Community Engagement Summary

through earlier community engagement activities. Participants discussed the draft lists prepared for their individual area groups, adding detail and additional information or issues. Participants identified and discussed themes shared between rural and urban areas, despite the difference demographics such as ethnicity or income. These common themes included a desire for increased public transportation frequency, routes, and options; wider arterial roads; additional sidewalks and bike paths; faster police response and more deputies visible in community; and more park amenities.

Community needs were revisited in each of the following advisory group meetings, of which the first two were in-person workshops and the last two were held virtually.

- 5/1/2020, 2pm to 3pm
- 2/11/2021, 4:30pm to 6:30pm
- 4/30/2021, 3:30pm to 5pm
- 8/20/2021, 2pm to 3:30pm

The in-person workshops were attended by 44 and 32 members respectively. The virtual meetings were attended by 35 and 27 members respectively.

The last two meeting discussions shifted from the previously discussed community priorities towards each community's COVID-19 pandemic response needs. In order to meet the pandemic response needs across the County during this time, much of DLS's and community-based organizations' (CBOs) time and efforts were redirected to COVID-19 response efforts in UKC.¹⁹ The CSA Liaisons were instrumental in supporting UKC community members and CBOs with this information and these materials.

Fall Planning Kickoff – August 18, 2020:

DLS held a virtual community meeting for Skyway and North Highline to explain the subarea planning program and the CNL initiatives. Separate language-specific virtual meetings were held for residents who speak Spanish, Vietnamese, and Somali on August 25, 26, and 27 respectively. The number of participants for the August 18 meeting was about 25 residents. The language-specific meetings were not as well attended. The Somali language meeting had six participants and included an active discussion.

Community members were also asked for ideas on community engagement, and they had several suggestions:

- Involve as many community members as possible.
- Go to where folks are already meeting.
- Make virtual break-out rooms smaller to enable more neighbor-to-neighbor discussion.
- Record the meetings and make them available on-demand for later viewing and commenting.
- Ask immigrant community groups to help with meeting advertising to increase turnout.
- Set up a phone bank and have people call someone they know.
- Advertise on language radio stations where possible.

¹⁹ DLS staff were mobilized to distribute masks and hand sanitizer to UKC residents, CBOs, and businesses. Staff were reallocated to launching and implementing the County's COVID-19 small business UKC economic recovery grant program. Staff were mobilized to contact businesses and distribute educational materials on COVID-19 mask wearing, social distancing, and hand sanitizing. CBOs held community information sessions, hosted by DLS, with guest speakers from Public Health - Seattle & King County to share information about the pandemic and recommendations on how to prevent infection.

Appendix: Skyway-West Hill Community Engagement Summary

Based on this and North Highline Kickoff feedback, DLS released a request for proposal for a local community-based organization to facilitate much of the additional community engagement. In April 2021, DLS signed a contract with Urban Family to co-develop deeper engagement on the CNL and Subarea Plan, especially with historically underrepresented residents.²⁰ Urban Family was also asked to assist with engagement on local investments being planned by King County Metro, as well as additional engagement with the Department of Community and Human Services (DCHS) on an anti-displacement report.²¹ This contract with Urban Family is also referred to as the Skyway Community Voices contract. Urban Family is a non-profit with deep connections in the Skyway community and especially with youth, non-English speaking families, renters, and immigrants. This partnership was to make residents aware of the CNL and subarea planning initiatives. Skyway Community Voices also emphasized the importance of the community's feedback and the power of the community's voice to create healthy and sustainable change.

Skyway Community Voices Direct Outreach – June, 2021

At the outset of the Community Voices Project, staff from Urban Family performed direct outreach by phone, door-to-door conversations with 18 local business owners, and interactions with community members during 10 food and resource distribution events at apartment complexes in Skyway. Staff were prepared with materials summarizing the top priorities.

In addition to the above, the Planner and CSA Liaison for Skyway shared CNL information flyers in-person with neighborhood residents at the Skyway Resource Center pop-up events.²² DLS sent postcards describing the CNLs and opportunities to submit requests to every mailing address in the Skyway-West Hill subarea. The postcards were translated into five of the most common languages spoken in Skyway-West Hill and North Highline. Digital flyers were also distributed using the Renton School District's digital communication platform, Peachjar. The CSA Liaison also attended the 3/11/2021 West Hill Community Association Public Meeting, which had roughly 200 attendees present.

During this phase, all written outreach materials promoted both Subarea Plan and CNL engagement opportunities. Several examples are in the Appendix. See Table 3 for specific outreach activities.

Table 3: Phase I Written Community Outreach Materials

DATE	Outreach	Outreach Format	Audience
8/2/2020	Article on upcoming subarea planning process. Shared links to project pages with CNL information.	UA News	10,775 subscribers
8/17/2020	Repost of CM Zahilay post with flyer	Instagram post	1,000 DLS Instagram followers
8/26/2020	Post of Spanish, Vietnamese, and Somali flyers.	Facebook post	1,925 DLS Facebook followers
8/26/2020	Post of Spanish, Vietnamese, and Somali flyers.	Instagram post	1,000 DLS Instagram followers
9/2/2020	UA News article	UA News	10,000 subscribers

²⁰ [Urban Family](#)

²¹ [Skyway West Hill and North Highline Anti-Displacement Strategy Report](#)

²² Bi-weekly popup events held at the King County Fire District 20 with services and information provided by numerous non-profit organizations. DLS frequently attends to distribute information about upcoming King County activities. [Skyway Resource Center](#)

Appendix: Skyway-West Hill Community Engagement Summary

DATE	Outreach	Outreach Format	Audience
9/4/2020	Information on Skyway popup with link	Facebook post	1,925 DLS Facebook followers
9/4/2020	Information on Skyway popup with link	Instagram post	1,000 DLS Instagram followers
9/9/2020	Instagram repost of CM Zahilay	Instagram post	1,000 DLS Instagram followers
12/2020	Invitation to participate in CNL process	Postcard	9,000 Skyway households
1/5/2021	Updated DLS website to include CNL information and submission options	Website	UKC residents
1/29/2021	What are your priorities for your community?	Facebook post	1,925 DLS Facebook followers
1/29/2021	Share information about the CNLs and submission options.	Instagram post	1,000 DLS Instagram followers
2/1/2021	Share information about the CNLs and submittal options.*	Facebook post	1,925 DLS Facebook followers
2/9/2021	Share information about the CNLs and submission options.*	Facebook post	8,700 Facebook users
2/17/2021	Request to forward and share information about the CNLs and submission options.	Email	13,635 UA News subscribers
2/17/2021	Request to forward and share information about the CNLs and submission options.*	Facebook post and ad	1,925 DLS Facebook followers; 10,631 Facebook users
2/17/2021	What are your priorities for your community?	Instagram post	1,000 DLS Instagram followers; 10,631 Facebook users.
2/17/2021	Share information about the CNLs and submission options.	Facebook ad	8,714 Facebook users
10/15/2021	Flyer announcing Oct. 26 meeting	Flyer	Local residents.

*Direct link not available. Viewable at facebook.com/kingcountylocalservices

In addition, groups external to the County also provided a mechanism for sharing information about the project and opportunities for attending meetings and providing input. They included:

- Renton Innovation Zone Partnership
- Renton School District
- Skyway Water & Sewer District
- Skyway Coalition
- West Hill Community Association

DLS received 159 requests from 102 participants through the PublicInput survey site for Skyway between August 2020 and October 2021.

CNL Engagement Phase II – Prioritize community requests

Phase 2 prioritized community requests in consultation with community members. Because community input is foundational to the CNL development process, community's prioritization is the primary and principal driver used to prioritize every request as high, medium, or low. Once community has conducted its prioritization work, the priorities are shared with King County Councilmembers and their

Community Needs Lists

Appendix: Skyway-West Hill Community Engagement Summary

staff for additional input. The CNL prioritization phase, including review and discussion with Councilmember offices, took place between July 2021 – June 2022.

There were two parts to this phase. In the first part, the Skyway Community Voices conversations were held to develop a list of top 10 priorities. In the second part, DLS developed a broader PublicInput survey.

Skyway Community Voices Community Conversation – July 8, 2021

Urban Family Executive Director Paul Patu facilitated this community conversation. There were approximately 43 participants at the meeting. The discussion focused on the top 10 priorities that had emerged from community conversations and the survey on PublicInput.

Top Priorities

Based on the responses to the surveys the following community priorities emerged:

1. Establish a Skyway-West Hill community center
2. Provide social and health services as well as job-training programs in the neighborhood
3. Improve transit services
4. Support area youth with recreation, education, and employment programs
5. Re-imagine public safety in partnership with the community
6. Improve safety and control speeds on local streets and Martin Luther King Jr. Way S (SR900)
7. Install sidewalks, crosswalks, and streetlights on neighborhood streets
8. Invest in community-driven affordable housing and mixed-use developments
9. Revitalize the Skyway Business District and other neighborhood business areas for local, BIPOC businesses
10. Complete improvements to Skyway Park and improve access and visibility to the park

Participants discussed whether they felt these top priorities reflected the true needs of the community. The general sentiment was that they created a good list, but that having to limit their options to only 10 priorities didn't account for the many other needs of the community. Community members were directed to the survey on PublicInput.

Skyway Community Voices Community Conversation – September 30, 2021

On September 30, 2021, the Community Voices Project hosted a second virtual community meeting to announce the release of the public review draft of the Skyway-West Hill Subarea Plan. The focus of the meeting was on the structure of the subarea plan and the ways that people could provide comments to King County. About 25 community members participated in the discussion. The discussion also included a review of the top 10 priorities to confirm that these were still accurate.

Skyway Community Voices Subarea Plan and CNL Virtual Input Session – October 26, 2021

Urban Family Executive Director Paul Patu facilitated the virtual session, which had the subarea plan as its primary focus. There were 22 participants at the meeting. Several participants asked about particular action items that have been included in the catalog of community requests. Participants were directed to the publicinput.com engagement hub to review the material that had been collected and to share additional thoughts.

The meetings were publicized with flyers in English, Spanish, and Arabic. Although the top three non-English languages spoken at home in Skyway-West Hill are Spanish, Vietnamese, and Somali, the organizers of the event were advised by other community partners that many Muslim residents feel

Appendix: Skyway-West Hill Community Engagement Summary

more comfortable with Arabic.²³ DLS translated materials into Arabic hoping that it would lead to greater participation by these traditionally underrepresented residents.

PublicInput Prioritization Survey

To engage community members in this task and leverage their experience with PublicInput during Phase I, DLS developed a survey website for each area using the same platform for prioritization.²⁴ DLS also used the same survey website addresses as in Phase I, so that community members with previous CNL information/links would be able to participate in the most current phase of the CNL development process.

DLS organized the community requests into broader categories to facilitate community prioritization of similar individual requests. These categories were selected because they represented the most community requests in Skyway-West Hill: Built Environment and Parks, Economic and Workforce Development, Housing, Human Services and Community Activities, Law Enforcement, and Roads and Transportation. Each category contained between two to eight individual community requests for prioritization. The CSA Liaisons reviewed these categories to verify that, based on their community engagement experience, no important community request category was inadvertently left out. The survey websites were open to community participation during February and March 2022.

Phase II CNL Community Outreach and Engagement Activities

DLS held 11 town hall meetings online via Zoom in March 2022 to engage community in prioritizing community requests. For Skyway, interpretation was provided for Spanish, Vietnamese, and Somali. These languages were selected because they are the most frequently spoken languages other than English. Additional language interpreters were available upon request.

The Skyway town hall was held on March 10, 2022. The area's Councilmember, Councilmember Girmay Zahilay, and DLS Director John Taylor were the hosts. While community members were filling in the Zoom prioritization surveys during the town hall, the Councilmember and DLS Director discussed the interim results from the area's PublicInput survey for all to hear. As the Zoom survey results appeared on the screen, they transitioned to summarizing the results from the town hall survey. The town hall was attended by 45 community members.

Fifty PublicInput survey participants and 13 town hall participants prioritized the requests in Skyway. In most cases, the identified high priority items were the same whether individuals gave feedback via the PublicInput or town hall survey. The CSA Liaison for the area combined the individual prioritizations from the surveys, the town hall survey, and the Urban Family top ten list to generate the final community-level prioritization (high, medium, low) for each request.

Table 4 lists the written outreach efforts that were completed to encourage people to prioritize community requests via PublicInput or the town hall meeting.

Table 4: Phase II Written Community Outreach Materials

Date	Outreach	Outreach Format	Audience
2/1/2022	Created "Town Halls" pulldown menu on the DLS website, which serves as the anchor for outreach.	Website	General public

²³ [Language Access for Limited English-Speaking Populations](#)

²⁴ [UKC Community Needs List Hub](#)

Appendix: Skyway-West Hill Community Engagement Summary

Date	Outreach	Outreach Format	Audience
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post and ad	2,000 DLS Facebook followers, 23,200 Facebook users
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Facebook post	2,000 DLS Facebook followers
2/18/2022	King County Local Services virtual Town Halls are returning in March!	Instagram post	1,100 DLS Instagram followers
2/18/2022	King County Local Services virtual town halls for the unincorporated areas return in March!	DLS blog	General public
3/9-3/20/2022	Placed ads in five separate community Sound Publishing newspapers that service UKC	Newspaper ads	Print newspaper readers
3/9-3/28/2022	Placed one two-week ad on Seattletimes.com	Online ad	Seattle Times online readers
3/8 and 3/21/2022	Placed two one-week digital ads on MyNorthwest.com/KIRO	Online ad	MyNorthwest.com online readers
3/2022	Mailed a one-page flyer to all households in UKC. It included information about CNL prioritization, town halls, and participatory budgeting	Mailer*	250,000 households ²⁵
3/2022	Shared town hall schedule and CNL prioritization hub site	UA Newsletter	13,100 subscribers

*The mailer included text in the top nine UKC languages (Amharic, Arabic, Chinese, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese) stating, "To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206-477-3800."

In addition to hosting several meetings with the community, the Skyway Community Voices project also pursued social media and email marketing campaigns to publicize the CNL and the subarea plan processes. Through these efforts, over 3,000 people were reached via social media and over 1,800 people were reached with email messages.

Utilization of Office of Equity and Social Justice Tools for CNL Development

The CNL program is an important approach for ensuring that UKC community voices are heard and have an opportunity to inform King County services, programs, and capital improvements. Per KCC 2.16.055.A.3, DLS is responsible for developing and implementing programs and strategies that improve

²⁵ Addresses are purchased by zip code or city, neither of which align neatly with CSA and PAA boundaries. DLS purchased addresses by zip code.

Appendix: Skyway-West Hill Community Engagement Summary

community partnerships and the delivery, responsiveness, and quality of local services.²⁶ It is also responsible for developing and implementing programs and services to promote successful public engagement and “help all residents of unincorporated King County be more knowledgeable of, better served by and heard by King County departments and agencies.”²⁷

The Office of Equity and Social Justice (OESJ) developed tools to guide the development of new initiatives and community engagement efforts because intentional and meaningful community engagement and co-creation are foundational to being pro-equity and anti-racist.^{28,29} The tools developed by OESJ include the Community Engagement Guide (CEG), which includes the Community Engagement Continuum, the Equity Impact Review (EIR) process, and language access resources.^{30,31,32}

Community Engagement Guide

The Community Engagement Guide includes the Community Engagement Continuum, which provides details, characteristics, and strategies for five levels of community engagement. The Continuum helps King County evaluate which community engagement level is appropriate given factors such as program goals, time constraints, County and community readiness, and capacity and resources.³³

Equity Impact Review (EIR) Process

The EIR process helps to ensure that equity impacts are rigorously and holistically considered and advanced in the design and implementation of a proposed plan, policy, program, or capital improvement by providing a checklist of items to consider.³⁴

Language Access Resources

Language access resources include the 2021 Written Translation Manual, Top 10 Language Dashboard, Top Six Language Maps, and King County’s language access requirements. These resources provide the information for determining which languages should be available during community engagement efforts and for creating documents that can easily and clearly be translated.³⁵

As described in the sections below, DLS used these tools to develop and carry out the community engagement plans for the CNL development initiative. A basic requirement for using the tools is understanding the demographics of the initiative’s area and who will be impacted by the initiative.

Skyway Demographics

Skyway is more diverse with 68 percent Black, Indigenous, and People of Color (BIPOC) than unincorporated King County (UKC), which is 32 percent BIPOC. It is also more diverse than the County in total (40 percent BIPOC). Close to 18,000 residents are living in Skyway, just over seven percent of the UKC population. Their median household income of \$75,000 is 73 percent of the King County median household income and 91 percent of the UKC median. Despite a median income lower than that of King County, 60 percent of Skyway residents own their home, compared to 56 percent of King County

²⁶ [KCC 2.16.055.A.3.](#)

²⁷ [KCC 2.16.055.D.1.](#)

²⁸ [Community Engagement & Co-Creation](#)

²⁹ [Racism as a Public Health Crisis in King County](#)

³⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

³¹ [2015 Equity Impact Review Process Overview](#)

³² [Language and Communication Guidance and Resources for County Employees](#)

³³ [Community Engagement Guide, Continuum of Community Engagement](#)

³⁴ [2015 Equity Impact Review Process Overview](#)

³⁵ [Language and Communication Guidance and Resources for County Employees](#)

Appendix: Skyway-West Hill Community Engagement Summary

residents.³⁶ However, for the 40 percent of Skyway residents that rent, 53 percent of them are rent-burdened, while only 34 percent of King County renters are rent-burdened. Rent-burdened households spend 35 percent or more of their household income on rent and utility bills.³⁷

Table 5: Skyway Demographics

General Information	King County	Unincorporated Areas	Skyway
Population	2,225,000	244,000	18,000
Average household size	2.4	2.7	2
Median age	37	36	41
Percent male	50%	50%	47%
Percent female	50%	50%	53%
Percent youth (under 18 years old)	21%	23%	19%
Percent elder (over 65 years old)	14%	16%	17%

Race and Ethnicity	King County	Unincorporated Areas	Skyway
White	60%	68%	32%
Hispanic or Latinx	10%	9%	9
Asian	18%	13%	28%
Native Hawaiian Pacific Islander	1%	1%	1%
African American	7%	5%	23%
Native American	0.6%	1%	0%
Two or more races		5%	7%
Limited English-speaking population		5%	8%

Income and Poverty	King County	Unincorporated Areas	Skyway
Median household income	\$103,000	\$82,000	\$75,000
Households below poverty line	17%	7%	8%

Housing	King County	Unincorporated Areas	Skyway
Owner-occupied households	56%	79%	60%
Renter-occupied households	44%	21%	40%
% Rent-burdened households	34%	47%	53%

Who will be impacted by the CNLs?

All members of the community are impacted by the CNL initiative because the services, programs, and facilities that are provided by or influenced by County government affect the environment in which

³⁶ [2015-2020 American Community Survey 5-year Estimates](#) (released 2022)

³⁷ [For Renters, Housing Cost Burden Is About the Same.](#)

Appendix: Skyway-West Hill Community Engagement Summary

community members live. As such, all members of the community are decision-makers in the CNL process. They provide input on which potential services, programs, and capital improvement projects should be added to the CNL. They then prioritize the requests.

The Community Engagement Guide

Throughout the community needs list development process, KCC directs the County to use at least the "County engages in dialogue" and "County and community work together" levels on the Community Engagement Continuum in the Community Engagement Guide.³⁸ These levels are the second and third highest levels on the continuum and are shown on Figure 1.³⁹

Figure 1: KCC-specified Levels of Engagement for the CNL Development Process

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement <ul style="list-style-type: none"> Primarily one-way channel of communication One interaction Term-limited to event Addresses immediate need of county and community 	<ul style="list-style-type: none"> Primarily one-way channel of communication One to multiple interactions Short to medium-term Shapes and informs county programs 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems 	<ul style="list-style-type: none"> Two-way channel of communication Multiple interactions Medium to long-term Advancement of solutions to complex problems
Strategies Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

The King County Community Engagement Guide states that [underline added]:

“As a project develops, the level of community engagement may need to change to meet changing needs and objectives. The level of engagement will depend on various factors, including program goals, time constraints, level of program and community readiness, and capacity and resources. There is no one right level of engagement, but considering the range of engagement and its implications on your work is a key step in promoting community participation and building community trust.”⁴⁰

With the advent of the COVID-19 pandemic in early 2020, DLS reviewed the engagement guidance and modified its previous approach to continue to try to meet "County engages in dialogue" and "County and community work together" levels of engagement for subarea plan and CNL development.⁴¹ It was able to do so by contracting with Urban Families to facilitate community engagement. Urban Families not only facilitated discussions, but also co-created agendas and planned discussions. This creative solution was funded in part by DLS, Metro, and the Department of Community and Human Services and was informed by community input from the Fall Kickoff Meeting. Per the Community Engagement Guide guidance identified above, the following factors were considered:

³⁸ [KCC 2.16.055.C.2.](#)

³⁹ [Community Engagement Guide, Continuum of Community Engagement](#)

⁴⁰ [Community Engagement Guide, Continuum of Community Engagement](#)

⁴¹ [Community Engagement Guide, Continuum of Community Engagement](#)

Appendix: Skyway-West Hill Community Engagement Summary

- **Program goals:** The program goal was to develop CNLs that are reflective of an entire community’s needs, particularly those who have historically not been or felt included, such as low-income populations and populations of color.
- **Time constraints:** Due to the COVID-19 pandemic, DLS staff were redeployed to pandemic response duties. Thus, staff capacity to plan and execute the pre-COVID envisioned CNL engagement was limited. By collaborating with Urban Families, DLS was able to continue at the higher levels of community engagement.
- **Level of program and community readiness:** CNL development is an iterative process repeated every two years. Readiness for the CNL process was impacted by the pandemic as people adjusted to COVID-19 precautions.
- **Capacity and resources:** As across King County government, departmental staff were redirected to pandemic response efforts. Many community-based organizations were also engaged in pandemic response efforts; however, Urban Families was able to co-develop and facilitate community engagement efforts.⁴²

DLS used five of the eight corresponding strategies listed on the Continuum of Community Engagement for these two levels of engagement as shown on Figure 2.⁴³ It also used one strategy from the “County Consults” and two of the strategies from the “Community Directs Action” levels of engagement. These strategies are described above in the Phase I and Phase II community engagement sections of this document.

Figure 2: Strategies Used to Develop the CNLs.

Levels of Engagement				
County Informs	County Consults	County engages in dialogue	County and community work together	Community directs action
King County initiates an effort, coordinates with departments and uses a variety of channels to inform community to take action	King County gathers information from the community to inform county-led interventions	King County engages community members to shape county priorities and plans	Community and King County share in decision-making to co-create solutions together	Community initiates and directs strategy and action with participation and technical assistance from King County
Characteristics of Engagement				
<ul style="list-style-type: none"> • Primarily one-way channel of communication • One interaction • Term-limited to event • Addresses immediate need of county and community 	<ul style="list-style-type: none"> • Primarily one-way channel of communication • One to multiple interactions • Short to medium-term • Shapes and informs county programs 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems 	<ul style="list-style-type: none"> • Two-way channel of communication • Multiple interactions • Medium to long-term • Advancement of solutions to complex problems
Strategies				
Media releases, brochures, pamphlets, outreach to vulnerable populations, ethnic media contacts, translated information, staff outreach to residents, new and social media	Focus groups, interviews, community surveys	Forums, advisory boards, stakeholder involvement, coalitions, policy development and advocacy, including legislative briefings and testimony, workshops, community-wide events	Co-led community meetings, advisory boards, coalitions, and partnerships, policy development and advocacy, including legislative briefings and testimony	Community-led planning efforts, community-hosted forums, collaborative partnerships, coalitions, policy development and advocacy including legislative briefings and testimony

Equity Impact Review Process

As outlined by OESJ, the Equity Impact Review (EIR) Process identifies three equity frameworks which should be considered during the development and implementation of a proposed action.^{44,45} These equity frameworks are:

⁴² [King County Mask/Face Covering Distribution Program - King County](#)

⁴³ [Community Engagement Guide, Continuum of Community Engagement](#)

⁴⁴ [2015 Equity Impact Review Process Overview](#)

⁴⁵ An action is defined by the EIR Process as “plan/policy/program development, operations modification, capital programs/projects, etc.” [2015 Equity Impact Review Process Overview](#)

Community Needs Lists

Appendix: Skyway-West Hill Community Engagement Summary

- **Distributional Equity:** Fair and just distribution of benefits and burdens to all parties.
- **Process Equity:** Inclusive, open, and fair process with meaningful opportunities for input.
- **Cross-generational Equity:** Consideration of effects of current actions on future generations.

This brief review seeks to identify, evaluate, and communicate potential impacts – both positive and negative – associated with the community engagement and development of the CNL by DLS and the potential implementation of CNL requests by departments. This review is organized into five phases of analysis, as follows:

Phase 1: Scope. Identify who will be affected.

Phase 2: Assess equity and community context.

Phase 3: Analysis and decision process.

Phase 4: Implementation. Staying connected with the community.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.⁴⁶

CNL Development EIR Summary

Phase 1: Scope. Identify who will be affected.

All community members will be affected by the CNLs.

Phase 2: Assess equity and community context.

Per the EIR process checklist, community priorities and concerns need to be identified to assess equity and community context. The CNL development process identifies communities' priorities and concerns. The Determinants of Equity are the social, economic, geographic, political, and physical environment conditions in which people are born, grow, live, work, and age that lead to the creation of a fair and just society.⁴⁷ Each of the determinants of equity are likely to be either directly or indirectly influenced by the development of the CNLs. The determinants of equity are:

- | | | |
|------------------------------|---------------------------------|------------------------------|
| -Early Childhood Development | -Parks and Natural Resources | -Neighborhoods |
| -Education | -Built and Natural Environment | -Housing |
| -Jobs and Job Training | -Transportation | -Community and Public Safety |
| -Health and Human Services | -Community Economic Development | -Law and Justice |
| -Food Systems | | |

The development of the CNLs impacts these determinants of equity because the CNLs identify the concerns and priorities of community, which is the first step in creating solutions. The extent to which impact on each determinant is realized depends on several factors: available funding resources, timelines for implementation, the scope and location of specific programs and investments, and the community members affected.

Phase 3: Analysis and decision process.

The CNL development process does not identify alternative solutions to community requests, it merely identifies the requests. However, community members prioritize these requests as high, medium, or low. This prioritization is shared with the lead departments and influences budget requests.

Phase 4: Implement. Are you staying connected with communities and employees?

⁴⁶ [2015 Equity Impact Review Process Overview](#)

⁴⁷ [The Determinants of Equity](#)

Appendix: Skyway-West Hill Community Engagement Summary

The CNLs are transmitted to Council as part of the 2023-2024 biennial budget transmittal. Simultaneously, as the CNLs are transmitted to the Council, DLS will also share CNLs with community members. These lists will be translated per language access requirements and linked to the DLS website, posted on PublicInput, and brought to community meetings. The lists' location will be communicated through a variety of outreach activities and platforms. DLS will continue to build relationships with community members and engage on an ongoing basis to learn of their needs for potential services, programs, facilities, and capital improvements.

Phase 5: Ongoing Learning. Listen, adjust, and co-learn with communities and employees.

This is the first iteration of the CNL development process. In the second half of 2022, DLS will be co-developing the process for the 2023 iteration with community members and consulting with Executive Branch and King County Council staff. DLS will start the development of the next iteration of the CNLs in 2023.

The CNL development process takes distributional, process, and cross-generational equity into consideration by:

- Attempting to gather community needs in all areas of UKC, both rural and urban.
- Creating an inclusive, open, and fair process with meaningful opportunities for input; however, more work can be done to ensure that community members who historically were or felt excluded are welcomed into the process.
- Acknowledging and communicating to community members and King County staff that the CNLs are snapshots in time and thus need to be updated regularly to give current and future generations an opportunity to make their needs known.

CNL Implementation EIR Summary

Should the County fund solutions to the community-identified needs on the CNL, the County and community will work together to co-create responsive services, programs, facilities, or capital improvements.

The lead department for the funded solution is responsible for using the EIR process during program development and implementation to ensure that distributional equity, process equity, and cross-generational equity are considered in the solution development and implementation process.

In Phase 2 of the EIR process checklist, the community's concerns and needs should be identified in order to evaluate community context. The CNLs will be useful in Phase 2 of the EIR process for funded solutions because they are readily available lists of community-identified needs.

CNL Language Access Resources

DLS used the language access resources developed by OESJ to ensure that language translation and interpretation were available during both community engagement phases of the CNL development process.⁴⁸ The Written Translation Manual, updated in 2021, was referenced to ensure that materials, including website and mailer text, could easily and accurately be translated.⁴⁹

From tools, to outreach materials, to meetings, DLS offered translation and interpretation services for the top nine most frequently spoken languages in UKC as identified by the Top 10 Languages

⁴⁸ [Language and Communication Guidance and Resources for County Employees](#)

⁴⁹ [2021 Written Translation Manual](#)

Appendix: Skyway-West Hill Community Engagement Summary

Dashboard.⁵⁰ These languages are Amharic, Arabic, Chinese, English, Korean, Japanese, Russian, Somali, Spanish, and Vietnamese.

PublicInput was selected as the community engagement platform for the CNL hub and the survey websites. Each PublicInput website includes a “Translate” button, which allows the user to select from over 100 languages. The postcard sent to every household in Skyway was translated into the top five languages spoken in Skyway. The mailer sent to every UKC household in Phase II included text in the top ten languages stating, “To request this information in another language or format, email AskLocalServices@kingcounty.gov or call 206 477 3800.”

Interpretation services were offered at community meetings, including at the Skyway town hall meeting in which Spanish, Vietnamese, and Somali interpreters were available. No additional language interpreters were requested.

Summary & Lessons Learned

The Skyway CNL is a snapshot in time of community needs. It is required to be updated, at a minimum, every two years.⁵¹ DLS will continue to work with community, the King County Council, King County departments, and other agencies to update, prioritize, and implement the CNL requests. Before the next iteration of the CNL development process starts in 2023, DLS will co-create the process to update the CNLs and expand its engagement strategies with community. It will also adjust its messaging and community engagement materials with community input.

DLS will continue to expand its community engagement efforts with community members in ways that reach those in the community who did not participate in the development of the community needs lists or who may not realize how the community needs list may affect their daily lives. DLS will ask community members to evaluate and reaffirm their priorities with both in-person and digital engagement strategies to maximize participation. This means continuing to look for opportunities to collect and share information such as:

- Partnering with existing community organizations, such as faith-based organizations, that already work with and represent underrepresented community members such as immigrants and limited English proficiency populations.
- Engaging with residents where they already meet to be respectful of their time.
- Working with and in schools to engage students and their families as both often have time restrictions that make it hard to engage with the County.
- Considering other places where youth gather to seek input.
- Engaging with seniors at senior living communities to be respectful of their mobility and facility with technology.
- Connecting with disability service providers to reach out to their customers.
- Providing alternative meeting times for those with irregular schedules.
- Compensating participants for their engagement, respecting their time, involvement, and expertise.
- Documenting the number of participants, and if possible, their race and ethnicity to ensure participants represent the demographics of the community.

⁵⁰ [Top 10 Languages Dashboard](#)

⁵¹ [King County Code 2.16.055.C.2.](#)

Appendix: Skyway-West Hill Community Engagement Summary

DLS will strive to obtain participant contact and demographic data, through optional demographic surveys, to assess which community members are not being reached through current in-person and online engagement efforts.

KCC requires that implementation of the CNL be reviewed and reported on annually.⁵² DLS will gather the updates from agencies and share these reports on the DLS website and on PublicInput, where community can leave comments. In addition, the updates will be shared in community meetings and annual DLS town hall meetings. These meetings are also opportunities to inform community members about the 2023-2024 CNL update process.

Moving forward, the CNL process must remain open and transparent, affected communities and neighborhoods must be included in the decision-making, and resources must be directed where needs are the greatest.

⁵² [KCC 2.16.055.C.2.](#)

Appendix A: Examples of CNL communications material

Postcard mailed to all Skyway households


King County
Local Services
How can we serve you?


<https://kingcounty.gov/local-services> AskLocalServices@kingcounty.gov 206-477-3800

What services, programs, and investments would you like to see?
King County is creating a Community Needs List for Skyway-West Hill. See what others have suggested and share your ideas at www.publicinput.com/skyway (or call 206-477-5556).

¿Qué servicios, programas e inversiones quisiera ver? El condado de King está elaborando una lista de necesidades de la comunidad para Skyway-West-Hill. Vea lo que han sugerido otras personas y comparta sus ideas en www.publicinput.com/skywayES (o llame al 206-477-5556).

Waa maxay adeegyada, barnaamijyada, iyo maalgashiyada aad jeclaan lahayd inaad aragto? Degmada King County waxay u abuuureysaa Liiska Baahiyaha Bulshada oo loogu talagalay Skyway-West Hill. Eeg waxa dadka kale ay soo jeediyeen oo fikradahaaga nagula soo wadaag www.publicinput.com/skywaySO (ama wac 206-477-5556).

Quý vị muốn xem những dịch vụ, chương trình và khoản đầu tư nào? King County đang xây dựng Community Needs List (Danh sách Nhu Cầu của Cộng Đồng) cho Skyway-West Hill. Xem đề xuất của những người khác và chia sẻ ý tưởng của quý vị tại www.publicinput.com/skywayVI (hoặc gọi số 206-477-5556).

您希望設立哪種服務、計劃及投資項目?
King County 正在為 Skyway-West Hill 策劃 Community Needs List (社區需求表) 請瀏覽 www.publicinput.com/skywaych (或致電 206-477-5556) 了解其他人的建議及分享您的想法。

Anu-anong serbisyo, programa, at investment ang nais mong makita? Lumilikha ang King County ng Listahan ng mga Pangangailangan ng Komunidad para sa Skyway-West Hill. Tingnan kung ano ang iminungkahi ng iba at ibahagi ang iyong mga ideya sa www.publicinput.com/skywayTA (o tumawag sa 206-477-5556).

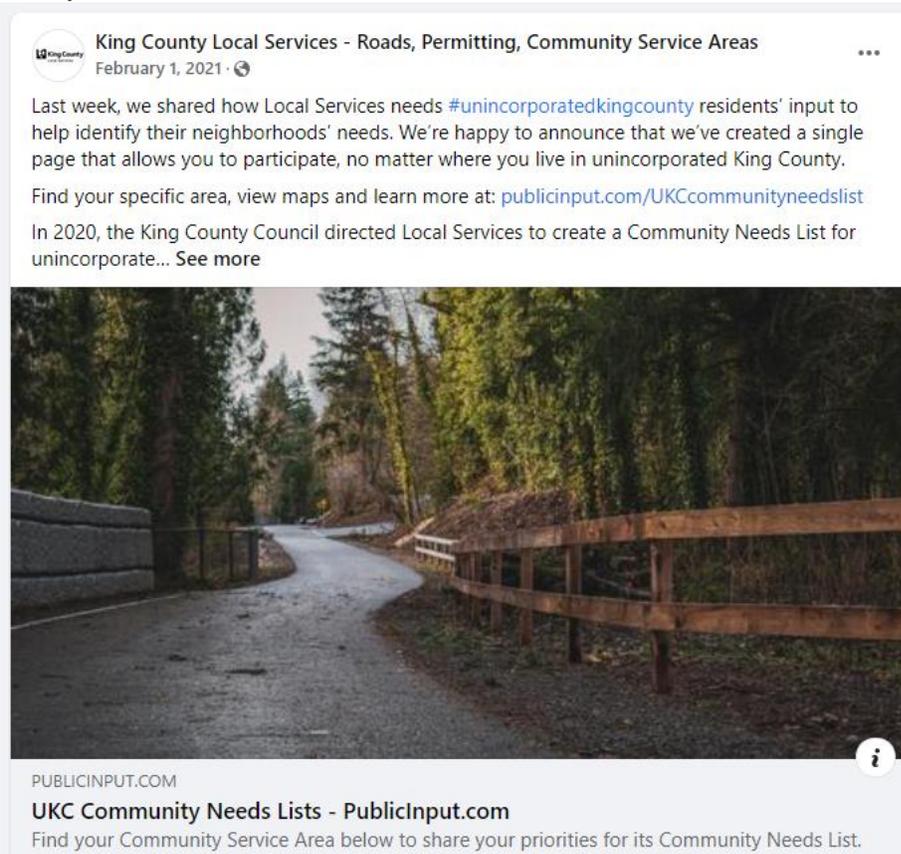
Request this information in another language or format at asklocalservices@kingcounty.gov or 206-477-5556).

Appendix: Skyway-West Hill Community Engagement Summary

Example of an Instagram Post



Example of a Facebook Post



III. Appendices

A. Glossary of Acronyms

ADU – Accessory Dwelling Unit	KCRHA – King County Regional Homelessness Authority
BHRD – Behavioral Health and Recovery Division	KCSO – King County Sheriff’s Office
BIA – Business Improvement Area	LEAD – Law Enforcement Assisted Diversion
BIPOC – Black, Indigenous, and People of Color	NGO – Non-governmental Organization
CBO – Community-Based Organization	PHSKC – Public Health Seattle & King County
CDA – Community Development Association	PSB – Performance, Strategy, and Budget
CDC – Community Development Corporation	PSE – Puget Sound Energy
CDFI – Community Development Financial Institution	PSESD – Puget Sound Educational Service District
CHS – Community Health Services Division	RSD – Road Services Division
CJTC – Criminal Justice Training Center	SBA – Small Business Association
CSA – Community Service Area	SBDC – Washington Small Business Development Center
CSO – Community Service Officer (King County Sheriff’s Office)	SCL – Seattle City Light
CTC – College to Career	SCRC – Skyway Community Resource Center
CYYAD – Children, Youth and Young Adults Division	SODA – Service Our Dog Area
DCHS – Department of Community and Human Services	SR – State Route
DCYF – Washington State Department of Children, Youth & Families	SVT – Snoqualmie Valley Transportation
DLS – Department of Local Services	SWD – Solid Waste Division
DNRP – Department of Natural Resources and Parks	SWH – Skyway-West Hill
DPW – Department of Public Works	SWS – Stormwater Services Section
KCHA – King County Housing Authority	UA – Unincorporated Area
KCLS – King County Library System	UAC – Unincorporated Area Council
KCPAO – King County Prosecuting Attorney’s Office	UKC – Unincorporated King County
	WDFW – Washington Department of Fish and Wildlife
	WFDC – Work Force Development Center
	WLRD – Water and Land Resources Division
	WSDOT – Washington State Department of Transportation

B. Performance Measures

The King County Code states that community needs lists shall establish performance metrics to monitor the implementation of items on the community needs lists and the overarching progress towards reaching the 20-year vision established in the subarea plan.¹

To achieve this, the lead Executive Branch department for each item on the list will provide an annual status update. For capital improvement projects, the lead department will indicate the expected project timeline and the current development phase: planning phase, preliminary design phase, final design phase, implementation phase, closing phase, or land acquisition phase. For programs and services, the lead department will indicate the expected implementation timeline and the program or service phase, such as design phase, request for proposal phase, or implementation phase. These phases will vary depending on whether the work is done by King County or by partner organizations. The Department of Local Services will consolidate these updates into a report for the respective community and Councilmember annually.

The overarching progress towards reaching the 20-year vision established in the subarea plan, for those areas with subarea plans, will be monitored biannually according to the monitoring plan developed for the subarea plan.

¹ [King County Code 2.16.055.C.3.](#)

Certificate Of Completion

Envelope Id: 8C6666C557F34269956AE33A7D9ECACE	Status: Completed
Subject: Complete with DocuSign: Ordinance 19527.docx, Ordinance 19527 Attachment A.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 3
Supplemental Document Pages: 311	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 146.129.133.44

Record Tracking

Status: Original	Holder: Cherie Camp	Location: DocuSign
11/17/2022 1:29:00 PM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 F8830816F1C4427...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.181.163.252

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 Signed: 11/23/2022 11:56:55 AM

Electronic Record and Signature Disclosure:

Accepted: 11/23/2022 11:56:44 AM
 ID: 63ee8909-224e-4402-80ce-162b1640496b

Angel Foss
 Angel.Foss@kingcounty.gov
 Deputy Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 C267B914088E4A0...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.49.222.20

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 Signed: 11/23/2022 12:24:51 PM

Electronic Record and Signature Disclosure:

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Supplemental Documents:

Ordinance 19527 Attachment A.pdf

Viewed: 11/23/2022 12:24:46 PM
 Read: Not Required
 Accepted: Not Required

Dow Constantine
 Dow.Constantine@kingcounty.gov
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 4FBCAB8196AE4C6...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 198.49.222.20

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 Viewed: 11/29/2022 1:39:29 PM
 Signed: 11/29/2022 1:39:42 PM

Electronic Record and Signature Disclosure:

Accepted: 11/29/2022 1:39:29 PM
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In Person Signer Events

Signature

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Editor Delivery Events

Status

Timestamp

Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Kaitlyn Wiggins kwiggins@kingcounty.gov Executive Legislative Coordinator King County Executive Office Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 11/23/2022 12:24:56 PM Viewed: 11/23/2022 12:33:10 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	11/29/2022 1:39:29 PM
Signing Complete	Security Checked	11/29/2022 1:39:42 PM
Completed	Security Checked	11/29/2022 1:39:42 PM

Payment Events	Status	Timestamps
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